

MAYOR'S PROPOSED 2024 MID-BIENNIUM ADJUSTMENT



CITY OF KENT, WASHINGTON

TABLE OF CONTENTS

BUDGET OVERVIEW	6-63
Introduction	
Expenditure and Revenue History	
2024 Mid-Biennium Adjustment	
Fund Balance	
Staffing	
Property Tax	
Sales Tax	
Utility Tax	
B&O Tax	
General Fund	
Special Revenue Funds	
Enterprise Funds	
Internal Service Funds	
Capital Program	
Debt Service/Other	
ARPA—Coronavirus Recovery Funds	
BUDGET FRAMEWORK	64-83
Budget Process and Timeline	
Financial Policies	
Fund Structure	
CAPITAL PROGRAM	84-101
Capital Strategy	
Capital Program Overview	
Six-Year CIP Summary	
Six-Year CIP Projects	
Capital Requests	
BUDGET BY FUND	102-165
General Fund	
Special Revenue Funds	
Debt Service Funds	
Capital Project Funds	
Enterprise Funds	
Internal Service Funds	
APPENDIX	166-195
City Taxes and Tax Rates	
Job and Salary Classifications	
Glossary	
Acronyms	

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CITY OF KENT, WASHINGTON

Mayor's Proposed

2024 Mid-Biennium

Budget Adjustment

MAYOR

Dana Ralph

PREPARED BY

Financial Planning

SPECIAL RECOGNITION

Michelle Ferguson, Financial Planning Manager

Kathleen McConnell, Senior Financial Analyst

Shane Sorenson, Senior Financial Analyst

Paula Painter, Finance Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Kent
Washington**

For the Biennium Beginning

January 01, 2023

Christopher P. Morrill

Executive Director

BUDGET OVERVIEW

The Budget Overview section summarizes the 2024 Mid-Biennium Adjustment and provides comparisons to previous years’ revenues, expenditures, fund balances and staffing. It outlines the changes for 2024 as compared to the original budget data for the General Fund, including a discussion of budgetary assumptions, revenue projects and major expenditure changes. An overview of the remaining funds is presented by fund classification. Lastly, this section contains a high level overview of capital investments and debt management.

Introduction.....	8
Expenditure and Revenue History.....	9
2024 Mid-Biennium Adjustment.....	10
Fund Balance.....	12
Staffing.....	15
Property Tax.....	20
Sales Tax.....	22
Utility Tax.....	24
B&O Tax.....	26
General Fund.....	27
Special Revenue Funds.....	40
Enterprise Funds.....	45
Internal Service Funds.....	49
Capital Program.....	54
Debt Service/Other.....	61
ARPA—Coronavirus Recovery Funds... ..	62

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INTRODUCTION

The City's 2023-2024 Biennial Budget was adopted on November 15, 2022 and reflects a continued commitment to providing valuable government services in a cost-effective and efficient manner, progresses the City's strategic plan and respects the opinions of our residents. It is a balanced budget, allowing the City to maintain services and programs at their current level. New initiatives or expansion of current programs/services, backed by sustainable revenues, were adopted based on need, value to the public and correlation to Council's strategic goals.

As required under RCW 35A.34, the City must undergo a review and modification process for the second year of the biennium and adopt any modifications by the end of the first year. This section contains a summary of the changes to the 2024 adopted budget. Additional details are located in the Budget by Fund section.

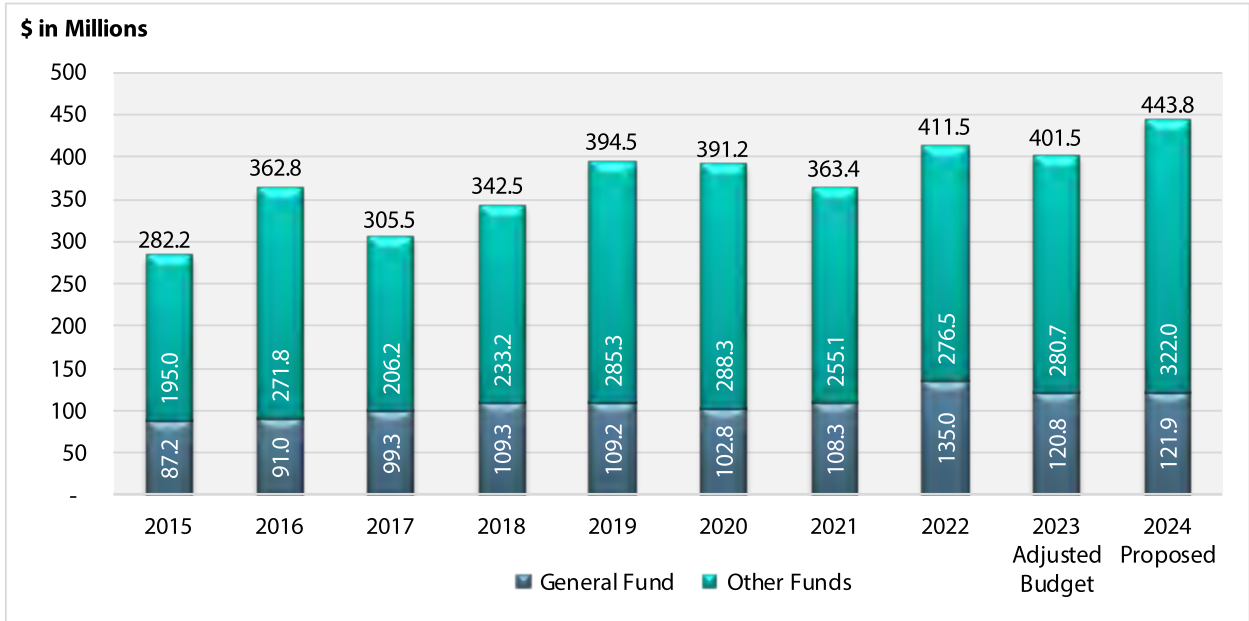
All budgets are developed within a budgetary framework designed to ensure consistency with the Revised Code of Washington (RCW) requirements, budgeting standards and fiscal policies. Specific information for the following components can be found in the Budget Framework section of this document.

- ◆ Budget Calendar and Process
- ◆ Fiscal Policies
- ◆ Fund Structure, including Basis of Accounting

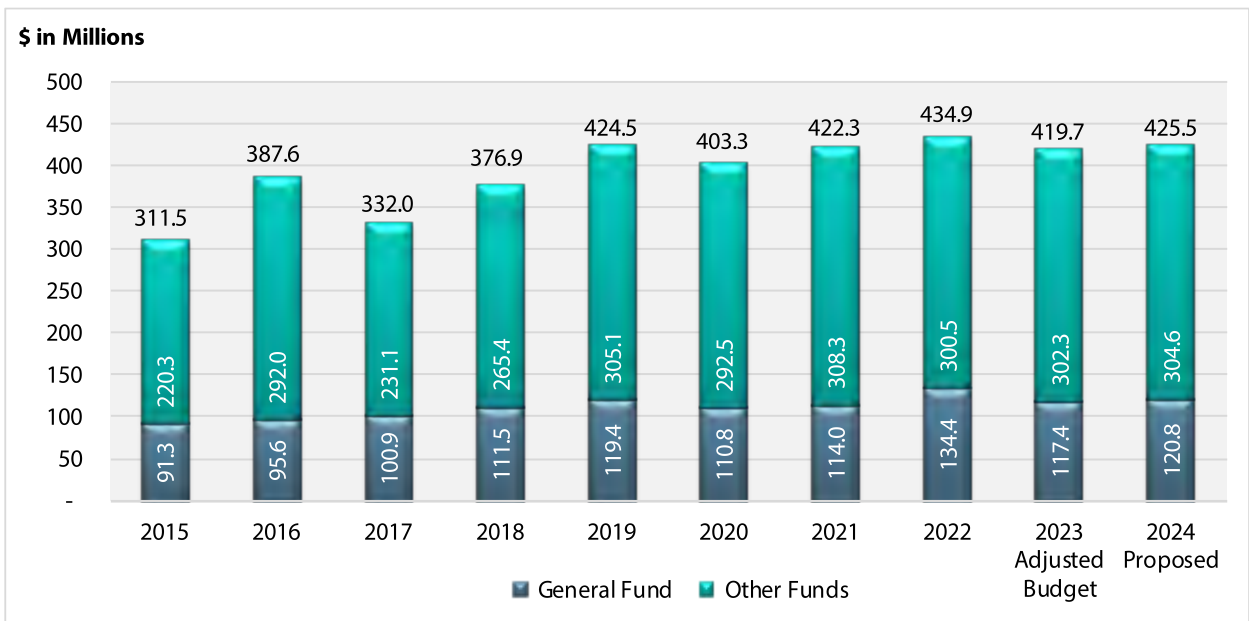
EXPENDITURE AND REVENUE HISTORY

The **City-Wide Expenditures** and **City-Wide Revenues** graphs below demonstrate the City’s expenditure and revenue history of the past ten years for the General Fund and total Other Funds. These graphs reflect the slow growth of the City following the Great Recession. Total amounts can and will vary from year-to-year, usually due to the level of major construction activity, the issuance of bonds or bond refunding, acceptance of grant awards and the initiation of major new service responsibilities.

CITY-WIDE EXPENDITURES



CITY-WIDE REVENUES



MID-BIENNIUM ADJUSTMENT

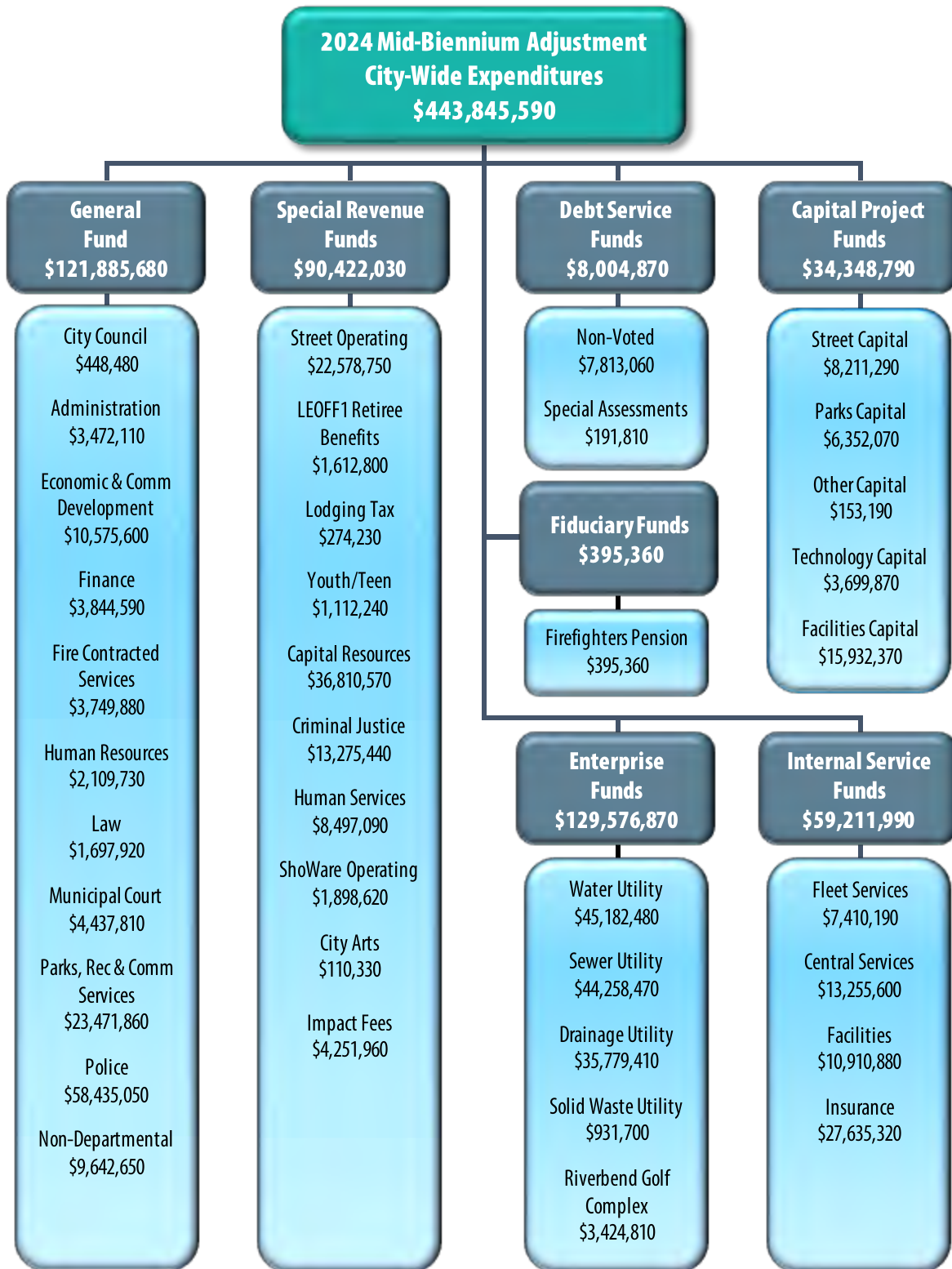
The **2024 Revenue and Expenditure Summary** and **Financial Organization Chart** present the City-wide mid-biennium adjusted budget.

2024 REVENUE AND EXPENDITURE SUMMARY (\$ in thousands)

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Enterprise Funds	Internal Service Funds	Fiduciary Funds	Total All Funds
Est Beg Fund Balance	\$ 47,839	\$ 50,233	\$ 1,267	\$ 370	\$ 36,771	\$ 28,213	\$ 2,003	\$ 166,696
Revenues								
Taxes	94,771	41,777						136,547
Licenses and Permits	7,761	564			64			8,390
Intergovernmental Revenue	3,109	6,693	1,121	370		150		11,444
Charges for Services	7,050	4,871			95,573	18,875		126,369
Fines and Forfeitures	758	6,043						6,800
Miscellaneous Revenue	2,932	1,985	205	953	6,659	33,098	411	46,243
Transfers In	4,463	17,037	6,280	33,463	23,607	4,812		89,662
Total Revenues	120,845	78,969	7,606	34,786	125,904	56,935	411	425,456
Expenditures								
Salaries & Benefits	76,723	18,813			13,680	11,491	382	121,089
Supplies	3,270	1,541			2,157	2,225		9,193
Services & Allocations	32,948	20,796			80,579	39,044	13	173,380
Capital		1,582		33,979	57	2,952		38,570
Debt Service		61	7,813		4,077			11,952
Transfers Out	8,944	47,629	192	370	29,026	3,501		89,662
Total Expenditures	121,886	90,422	8,005	34,349	129,577	59,212	395	443,846
Expenditures by Department								
City Council	448							448
Administration	2,180	25						2,205
Communications	1,292					1,127		2,419
Economic & Community Dev	10,576	125						10,701
Finance	3,845					384		4,228
Fire Contracted Services	3,750							3,750
Human Resources	2,110	1,613				27,635		31,358
Information Technology				3,700		11,745		15,445
Law	1,698	1,168						2,866
Municipal Court	4,438							4,438
Parks, Rec & Comm Services	23,472	10,015		22,278	3,425	10,911		70,100
Police	58,435	12,079						70,514
Public Works		20,861		8,211	122,075	7,410		158,557
Non Departmental	9,643	44,536	8,005	160	4,077		395	66,816
Total Expenditures	121,886	90,422	8,005	34,349	129,577	59,212	395	443,846
Change in Fund Balance	(1,041)	(11,453)	(399)	437	(3,673)	(2,277)	16	(18,389)
Est End Fund Balance	\$ 46,798	\$ 38,780	\$ 869	\$ 807	\$ 33,098	\$ 25,936	\$ 2,019	\$ 148,307

MID-BIENNIUM ADJUSTMENT

FINANCIAL ORGANIZATION CHART



FUND BALANCE

For governmental funds, fund balance refers to the difference between current financial assets and liabilities. Since all related assets and liabilities are not reported for governmental funds, fund balance is considered more of a liquidity measure than a net worth measure. Credit rating agencies monitor fund balance levels and strongly consider unrestricted fund balance when determining a local government's creditworthiness. Fund balance is also important to guard against unanticipated events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. There are five classifications of fund balance:

- ◆ **Non-spendable**—resources that cannot be spent because of form (e.g. inventory, prepaid amounts) or because they must be maintained intact.
- ◆ **Restricted**—resources with limitations imposed by creditors, grantors, laws, regulations, or enabling legislation.
- ◆ **Committed**—resources that can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision-making authority—the City Council. These amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same action it employed to previously commit the amounts.
- ◆ **Assigned**—resources that are intended to be used for specific purposes, but is neither restricted or committed.
- ◆ **Unassigned**—resources that are not non-spendable, restricted, committed or assigned to specific purposes.

For proprietary funds (e.g. water, sewer and drainage utilities), the difference between current assets and current liabilities is called working capital. As with fund balance in a governmental fund, this measure indicates relative liquidity, is considered by credit rating agencies in evaluating creditworthiness and is important in mitigating unanticipated events and ensuring stable services and fees.

The following tables summarize fund balances for city operating funds. An overall total is not provided as each fund, with very few exceptions, is legally restricted.

- ◆ **Fund Balances—5 Year History** demonstrates the year-ending fund balances beginning in 2018 and ending with the estimated 2023 balance.
- ◆ **Fund Balances—2024 Mid-Biennium Adjustment** begins with the estimated fund balance at the beginning of 2024. Adding 2024 proposed revenues and subtracting 2024 proposed expenditures results in an estimated 2024 ending fund balance.

FUND BALANCE

FUND BALANCES—5 YEAR HISTORY

	2018	2019	2020	2021	2022 Est	2023 Est
General Fund						
General Fund	\$23,750,174	\$33,991,041	\$41,969,901	\$47,660,526	\$51,504,084	\$ 47,838,520
Special Revenue Funds						
Street Operating	5,416,967	7,249,873	7,403,912	11,034,023	13,861,516	13,345,370
LEOFF 1 Retiree Benefits	1,872,112	1,921,274	1,582,264	1,271,468	1,015,707	724,440
Lodging Tax	336,765	185,825	73,678	129,210	450,235	461,620
Youth / Teen	91,846	75,355	281,622	394,811	491,003	491,000
Capital Resources	15,599,192	18,658,224	14,023,505	24,284,992	30,961,924	23,813,260
Criminal Justice	6,496,786	7,116,692	8,279,544	10,513,875	11,069,148	7,190,590
Human Services			47,068	1,139,615	2,546,748	2,546,750
City Arts Program	587,401	568,356	567,507	590,738	596,733	596,730
ShoWare Operating	2,563,460	2,930,008	2,990,845	3,978,742	1,691,389	1,063,720
Impact Fees	-	-	-	-	-	-
Debt Service Funds						
Non-Voted Debt Service	1,451,046	1,915,872	2,380,697	2,125,175	1,618,923	918,080
Special Assessments	479,916	699,855	97,612	274,884	313,116	349,220
Enterprise Funds						
Water Utility	20,822,197	11,375,662	14,447,093	16,608,363	18,547,892	17,300,900
Sewer/Drainage Utility*	24,391,977	17,016,622	21,217,460	24,081,848	22,613,111	17,883,170
Solid Waste Utility	466,749	531,908	437,037	271,510	540,274	396,890
Golf Complex	(1,110,421)	(1,070,179)	1,978,066	376,487	881,181	1,190,300
Internal Service Funds						
Fleet Services	5,869,149	4,351,502	3,281,421	4,046,745	6,975,009	3,242,280
Central Stores	15,044	55,834	87,729	123,379	152,440	147,790
Information Technology	3,348,099	3,728,511	2,199,264	2,076,505	1,814,419	1,551,470
Multimedia			140,885	338,463	626,131	590,440
Facilities	2,316,961	3,280,379	4,451,445	4,954,680	4,615,828	4,313,540
Unemployment	1,401,222	1,358,838	1,373,716	1,338,182	1,335,834	1,297,210
Workers Compensation	3,478,730	2,839,993	2,284,900	1,431,055	1,750,855	1,124,320
Emp Health & Wellness	3,886,427	5,729,769	7,561,695	8,608,600	9,605,774	9,998,820
Liability Insurance	878,314	1,923,261	(891,300)	2,481,558	5,532,196	4,922,310
Property Insurance	607,537	722,999	714,743	642,612	1,000,528	1,025,030
Fiduciary Funds						
Firefighters Pension			\$ 1,191,630	\$ 2,127,431	\$ 2,019,467	2,002,620
						-

*The Sewerage Fund was separated into the Sewer Fund and Drainage Fund in 2019 and are shown combined for prior year comparison.

FUND BALANCE

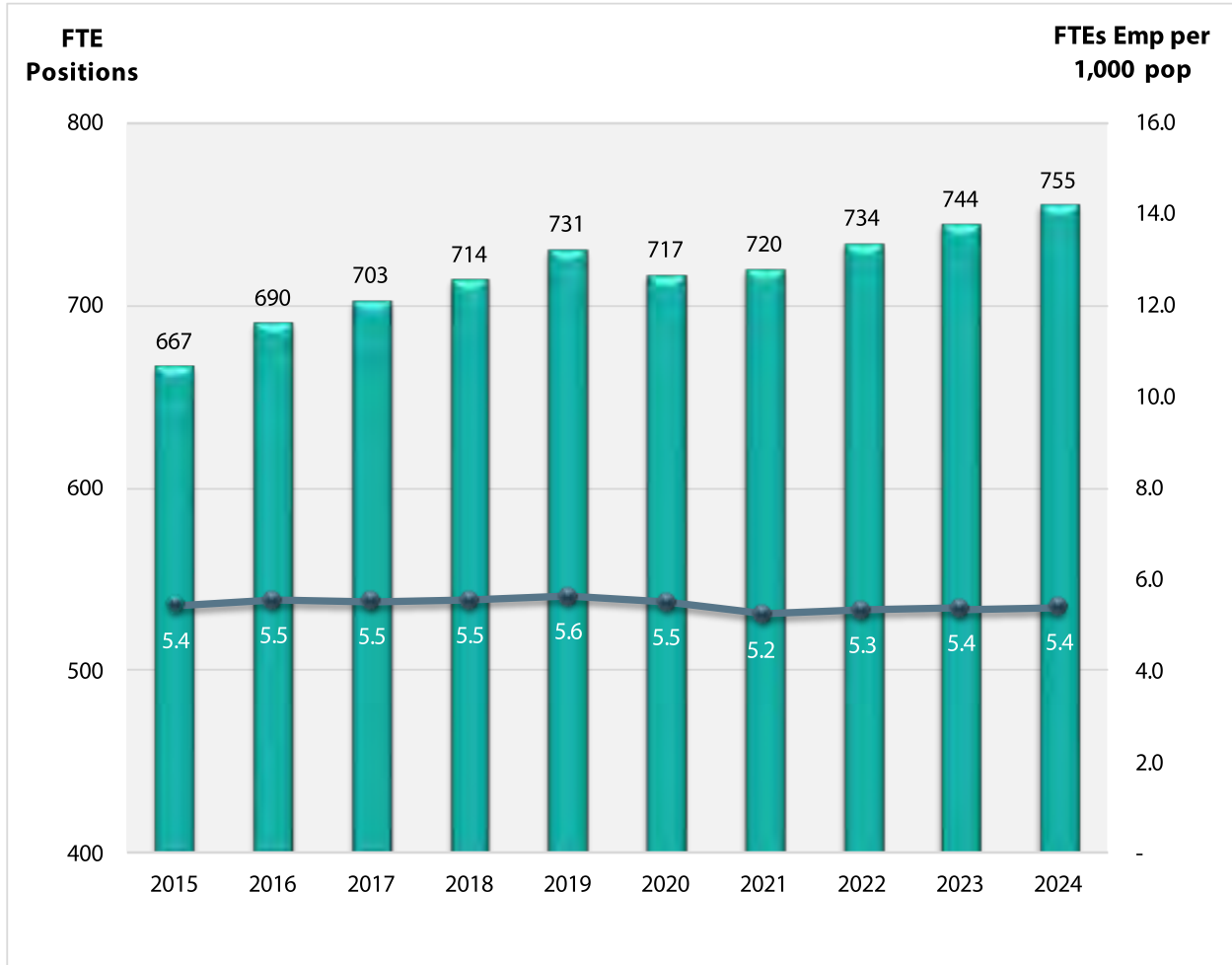
FUND BALANCES—2024 MID-BIENNIUM ADJUSTMENT

	Projected Beginning Fund Balance	Proposed Revenues	Proposed Expenditures	Projected Ending Fund Balance	Change in Fund Balance
General Fund	\$ 47,838,520	\$ 120,844,980	\$ 121,885,680	\$ 46,797,820	\$ (1,040,700)
Special Revenue Funds					
Street Operating	13,345,370	22,541,680	22,578,750	13,308,300	(37,070)
LEOFF1 Retiree Benefits	724,440	1,324,150	1,612,800	435,790	(288,650)
Lodging Tax	461,620	288,810	274,230	476,200	14,580
Youth / Teen	491,000	1,112,240	1,112,240	491,000	-
Capital Resources	23,813,260	27,345,870	36,810,570	14,348,560	(9,464,700)
Criminal Justice	7,190,590	12,362,420	13,275,440	6,277,570	(913,020)
Human Services	2,546,750	8,481,290	8,497,090	2,530,950	(15,800)
City Arts Program	596,730	110,330	110,330	596,730	-
ShoWare Operating	1,063,720	1,150,000	1,898,620	315,100	(748,620)
Impact Fees	-	4,251,960	4,251,960	-	-
Debt Service Funds					
Non-Voted	918,080	7,401,000	7,813,060	506,020	(412,060)
Special Assessments	349,220	205,250	191,810	362,660	13,440
Capital Projects Funds					
Street Capital Projects	89,690	8,314,290	8,211,290	192,690	103,000
Parks Capital Projects	194,860	6,542,800	6,352,070	385,590	190,730
Other Capital Projects	18,120	180,890	153,190	45,820	27,700
Technology Capital Projects	10,490	3,756,000	3,699,870	66,620	56,130
Facilities Capital Projects	56,460	15,991,960	15,932,370	116,050	59,590
Enterprise Funds					
Water Utility	17,300,900	43,450,560	45,182,480	15,568,980	(1,731,920)
Sewer Utility	4,160,050	42,730,400	44,258,470	2,631,980	(1,528,070)
Drainage Utility	13,723,120	35,277,290	35,779,410	13,221,000	(502,120)
Solid Waste Utility	396,890	750,200	931,700	215,390	(181,500)
Riverbend Golf Complex	1,190,300	3,695,386	3,424,810	1,460,876	270,576
Internal Service Funds					
Fleet Services	3,242,280	7,181,920	7,410,190	3,014,010	(228,270)
Central Stores	147,790	378,820	383,640	142,970	(4,820)
Information Technology	1,551,470	11,744,440	11,745,100	1,550,810	(660)
Multimedia	590,440	1,122,380	1,126,860	585,960	(4,480)
Facilities	4,313,540	9,293,100	10,910,880	2,695,760	(1,617,780)
Unemployment	1,297,210	183,080	226,640	1,253,650	(43,560)
Workers Compensation	1,124,320	2,971,000	3,283,180	812,140	(312,180)
Employee Health & Wellness	9,998,820	16,777,950	16,784,980	9,991,790	(7,030)
Liability Insurance	4,922,310	5,826,000	6,006,330	4,741,980	(180,330)
Property Insurance	1,025,030	1,456,420	1,334,190	1,147,260	122,230
Fiduciary Funds					
Firefighters Pension	2,002,620	411,250	395,360	2,018,510	15,890
City-Wide Total	\$166,696,010	\$ 425,456,116	\$ 443,845,590	\$148,306,536	\$ (18,389,474)
Original Adopted Budget	177,723,978	408,700,326	424,660,100	161,764,204	(15,959,774)
Net Change from Adopted	(11,027,968)	16,755,790	19,185,490	(13,457,668)	(2,429,700)

STAFFING

As the population of the City has increased, the demand for city services has risen correspondingly. The **FTEs per 1,000 Population** chart below reflects the total number of funded FTEs since 2015 and the number of FTE per every 1,000 in population. The number of funded FTEs has risen by 88 from 2015 to 2023. At the same time, the number of FTE per population has both risen and fallen, averaging 5.4 per thousand over the past decade.

FTEs per 1,000 POPULATION



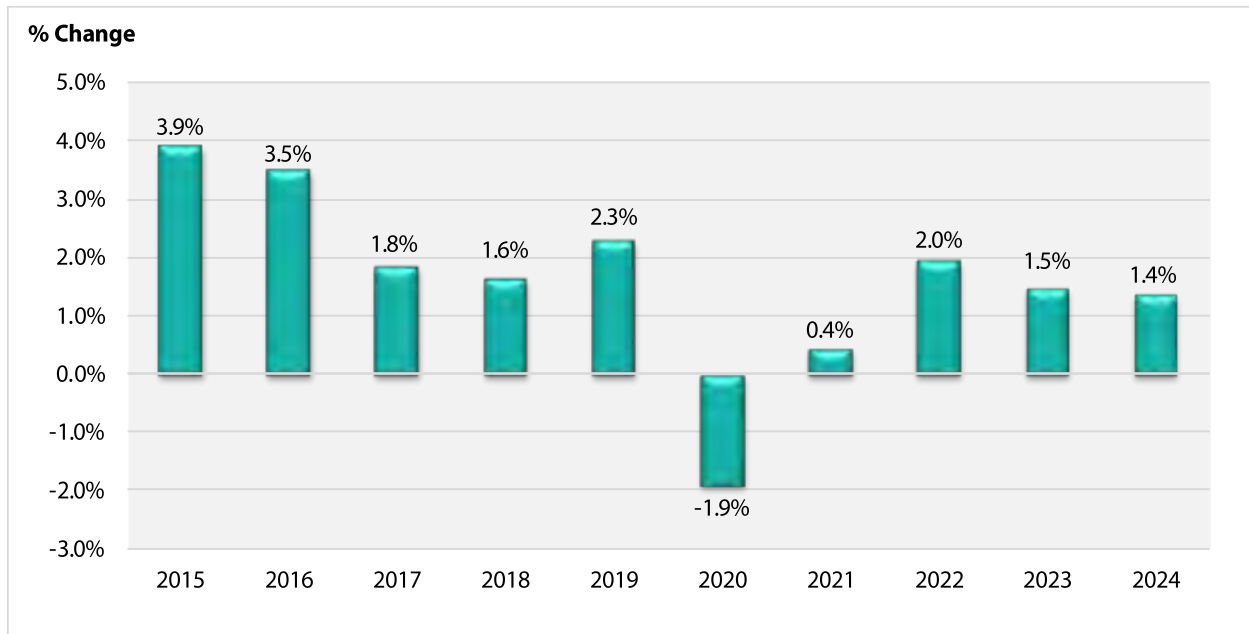
	2015	2016	2017	2018	2019	2020	2021	2022	2023	Adopted Proposed 2024
FTE Positions	666.7	690.0	702.8	714.2	730.6	716.7	719.7	733.7	744.4	754.6
Population *	122,900	124,500	127,100	128,900	129,800	130,500	137,700	137,900	138,900	139,900
FTEs per 1000 Pop	5.4	5.5	5.5	5.5	5.6	5.5	5.2	5.3	5.4	5.4

STAFFING

The following **Percent Change in Staffing** chart demonstrates the percent change in City staffing since 2015 in budgeted positions. The major fluctuations include:

- ◆ In order to mitigate the impacts of the COVID-19 public health emergency and loss of revenues, staffing levels were reduced in 2020.
- ◆ Recent increases reflect additions to respond to service level requirements and strategic program creation and/or enhancements.
- ◆ Projected levels of staffing will decrease slightly in the next biennium as term limited positions funded by ARPA will expire.

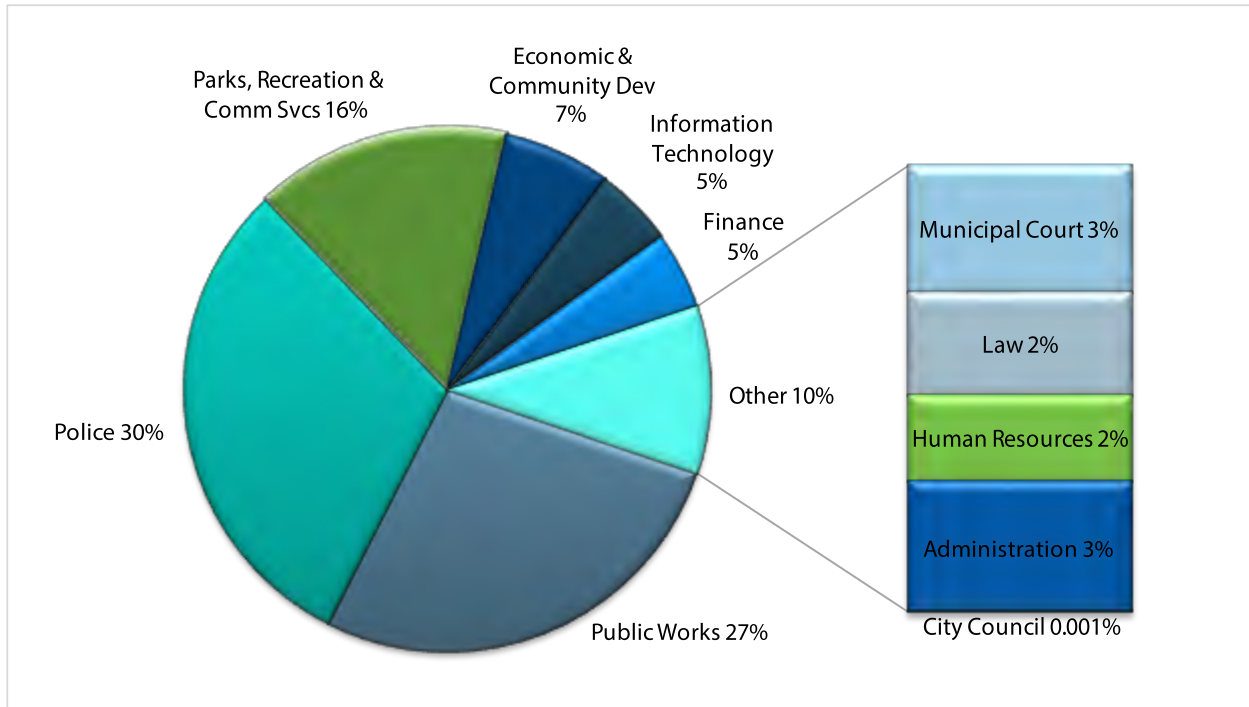
PERCENT CHANGE IN STAFFING



STAFFING

The following **City-Wide Staffing by Department, Positions Summary by Department, City-Wide Staffing by Fund, Positions Summary by Fund** and **Position Changes by Department** charts and tables provide further detailed information on staffing as proposed with the 2024 mid-biennium adjustment.

CITY-WIDE STAFFING BY DEPARTMENT—2024 MID-BIENNIUM ADJUSTMENT

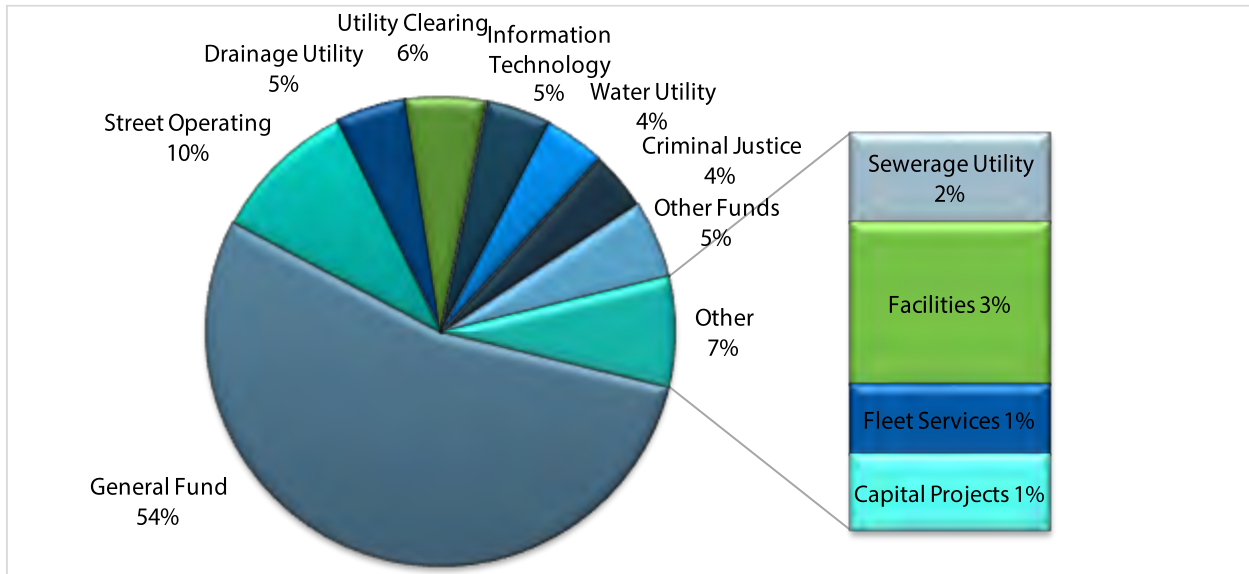


POSITIONS SUMMARY BY DEPARTMENT—FULL TIME EQUIVALENTS (FTEs)

	2022 Actual	2023 Adopted	2023 Changes	2023 Total	2024 Changes	2024 Proposed
City Council	0.25	0.25		0.25		0.25
Administration	20.75	20.75	1.00	21.75	1.00	22.75
Economic & Comm Dev	47.00	49.00		49.00	1.00	50.00
Finance	36.00	36.00		36.00		36.00
Human Resources	14.00	14.00		14.00	1.00	15.00
Information Technology	36.00	39.00	(2.00)	37.00		37.00
Law	17.00	17.00		17.00	1.00	18.00
Municipal Court	20.75	21.75		21.75	0.25	22.00
Parks, Rec & Comm Svcs	115.13	118.63	(1.00)	117.63		117.63
Police	227.28	230.00	(1.00)	229.00	1.00	230.00
Public Works	199.50	199.00	2.00	201.00	5.00	206.00
Total FTEs by Dept	733.66	745.38	(1.00)	744.38	10.25	754.63

STAFFING

CITY-WIDE STAFFING BY FUND—2024 MID-BIENNIUM ADJUSTMENT



POSITIONS SUMMARY BY FUND—FULL TIME EQUIVALENTS (FTEs)

	2022 Actual	2023 Adopted	2023 Changes	2023 Total	2024 Changes	2024 Proposed
General Fund	397.13	406.10	(1.00)	405.10	2.25	407.35
Street Operating	70.75	70.75	2.00	72.75	3.00	75.75
Capital Resources - ECD				-	1.00	1.00
Capital Resources - Parks	5.00	5.00		5.00		5.00
Criminal Justice	28.25	28.50		28.50	2.00	30.50
Human Services	8.48	8.48		8.48		8.48
Street Capital Projects	9.85	9.85		9.85		9.85
Parks Capital Projects	1.00	1.00		1.00		1.00
IT Capital Projects	2.50	4.50		4.50		4.50
Water Utility	29.91	29.91		29.91	1.80	31.71
Sewerage Utility	12.83	12.83		12.83	0.10	12.93
Drainage Utility	36.26	36.26		36.26	0.10	36.36
Solid Waste Utility	4.50	4.50		4.50		4.50
Golf Complex	8.00	8.00		8.00		8.00
Fleet Services	10.00	10.00		10.00		10.00
Multimedia	6.20	6.20		6.20		6.20
Information Technology	34.80	35.80	(2.00)	33.80		33.80
Facilities	23.00	23.00		23.00		23.00
Insurance	2.00	2.00		2.00		2.00
Utility Clearing	42.20	41.70		41.70		41.70
VNET Agency	1.00	1.00		1.00		1.00
Total FTEs by Fund	733.66	745.38	(1.00)	744.38	10.25	754.63

STAFFING

POSITION CHANGES BY FUND—FULL TIME EQUIVALENTS (FTEs)

	2024 Proposed Changes
Administration	
Public Disclosure Analyst (effective July 2024)	1.0
Economic & Community Development	
Planner - 1-year Term Limited	1.0
Human Resources	
Administrative Assistant 2	1.0
Human Resources Benefit Analyst - Convert from Term-Limited to Permanent	-
Law	
Prosecuting Attorney (effective July 2024)	1.0
Municipal Court	
Probation Resource Coordinator - Convert from 0.75 FTE to 1.0 FTE	0.25
Police	
Deputy Chief of Police	1.0
Public Works	
Transportation Signal Technician	1.0
Maintenance Worker 1 - Landscape Crew	2.0
Maintenance Worker 2 - 3-year Term-Limited	1.0
Utility Site and Process Control Manager - 3-year Limited Term	1.0
Total FTEs by Dept	10.25

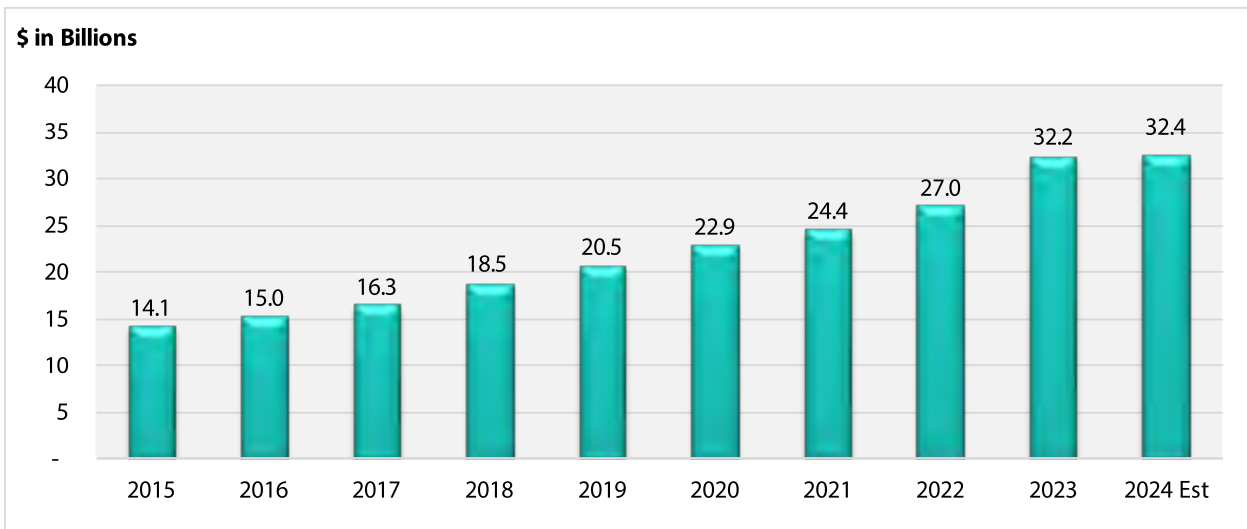
PROPERTY TAX

PROPERTY TAX AND ASSESSED VALUATION

Property tax is the largest source of revenue in the General Fund. The King County Assessor values and provides information to the City of Kent on their determination of property values within city limits. The growth in Property Tax revenue is dependent upon both the assessed valuation of property (provided by the King County Assessor) and the tax rate. In 2023 and for the eighth straight year, assessed valuation increased from the previous year.

ASSESSED VALUATION (AV)

The **Percent Change in Assessed Valuation** chart below reflects the percentage change in the assessed valuation for the City of Kent. The 2023 assessed valuation is estimated to increase by five percent.



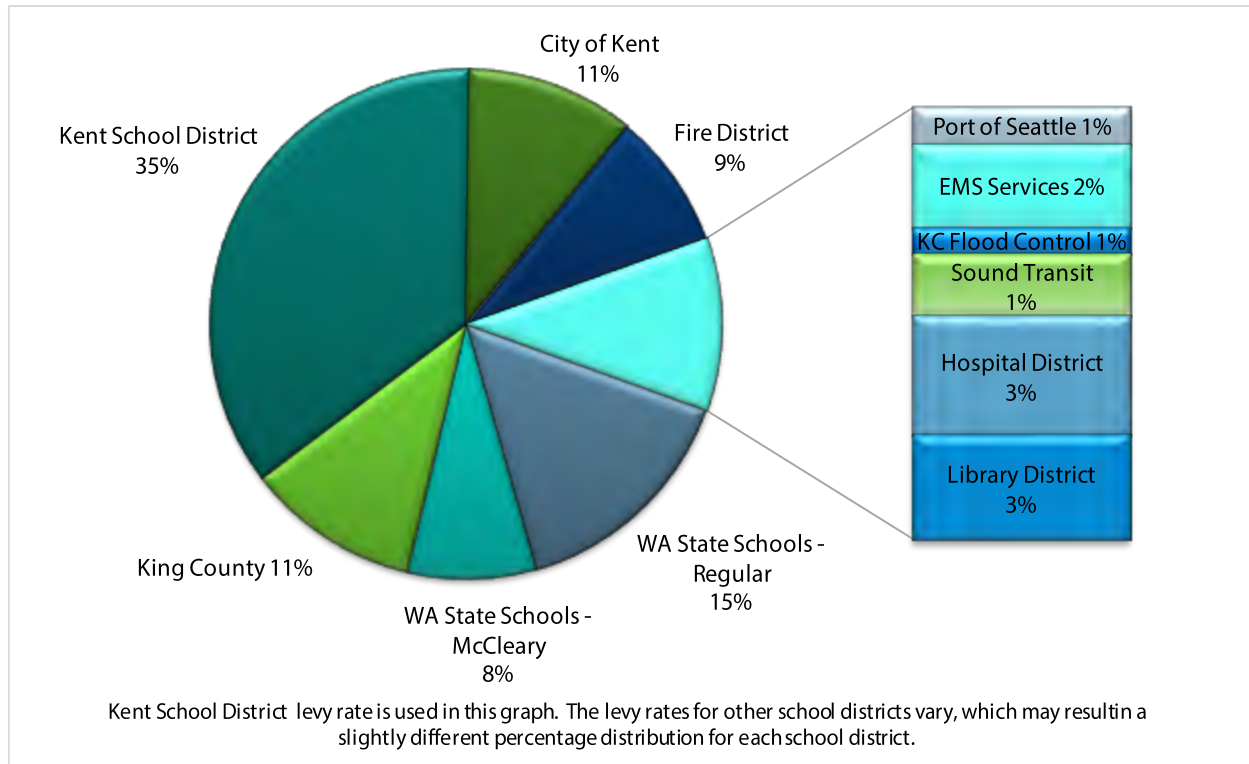
PERCENT CHANGE IN ASSESSED VALUATION



PROPERTY TAX

State law provides that the maximum growth in property tax revenues from existing property is the lesser of one percent or the percentage increase in the Implicit Price Deflator (IPD). Of the total tax levies collected, 46 percent are voter approved and 56 percent are statutory levies. As the **Property Tax Distribution** chart below reflects, the City of Kent receives only 11 percent of the total amount of property tax paid by residents.

PROPERTY TAX DISTRIBUTION—2023 LEVY RATES



The property tax in the 2023-2024 adopted budget includes the statutory increase of one percent growth plus new construction. The **Property Tax AV & Rates** table below presents comparative detailed rate information for 2022 and 2023, with estimates for 2024.

PROPERTY TAX AV & RATES

City of Kent Share Only	2022	2023	2024 Est
Assessed Valuation in thousands ^(A)	\$ 26,997,848	\$ 32,166,683	\$ 32,378,870
General Levy Rate (\$2.325 max) ^(B)	1.22979	1.05874	1.06712
Estimated Cost On:			
Median Home Value ^(C)	\$574	\$619	\$640

^(A) 2022 and 2023 per levy limit worksheet from King County. 2024 is estimated to increase by 0.7%.

^(B) 2022 and 2023 Levy Rates per King County Assessor's Office.

^(C) 2022 and 2023 median home values are \$467,000 and \$585,000, respectively, per King County Assessor's Office. The 2024 median home value is estimated to increase by 2.5%.

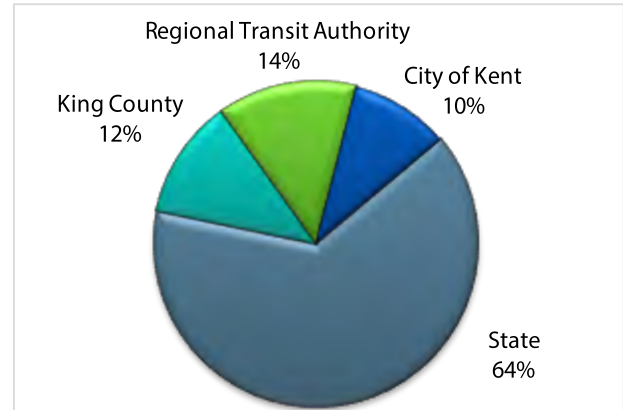
SALES TAX

The City of Kent receives revenues for five primary types of sales tax; regular sales tax, criminal justice local option sales tax, housing sales tax and lodging tax.

REGULAR SALES TAX

In 1970, the legislature granted cities the right to tax retail sales at a rate of 0.5 percent, of which 15 percent would be passed to their respective counties. In 1982, the rate was increased to 1.0 percent, again with 15 percent of this amount passed on to counties along with a .01 percent administrative fee passed to the state Department of Revenue. This effectively leaves the city with tax revenue of 0.84 percent of retail sales.

SALES TAX DISTRIBUTION



CRIMINAL JUSTICE LOCAL OPTION SALES TAX

Under RCW 82.14.450(2)(a), the City Council has the authority to present to the voters a sales tax option of up to 0.1 percent, for criminal justice purposes. Kent voters have authorized this 0.1 percent additional sales tax and the associated revenues are allocated to the Criminal Justice Fund accordingly.

LODGING TAX

The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks and similar facilities. The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism. Specifically, lodging taxes can be used for tourism marketing. All lodging tax revenues are allocated to the Lodging Tax Fund for these purposes.

HOUSING SALES TAX

Housing sales tax revenues are recent additions to the City of Kent’s revenue sources. The City collects two types of housing sales tax and all revenues from these taxes are allocated to the Human Services Fund.

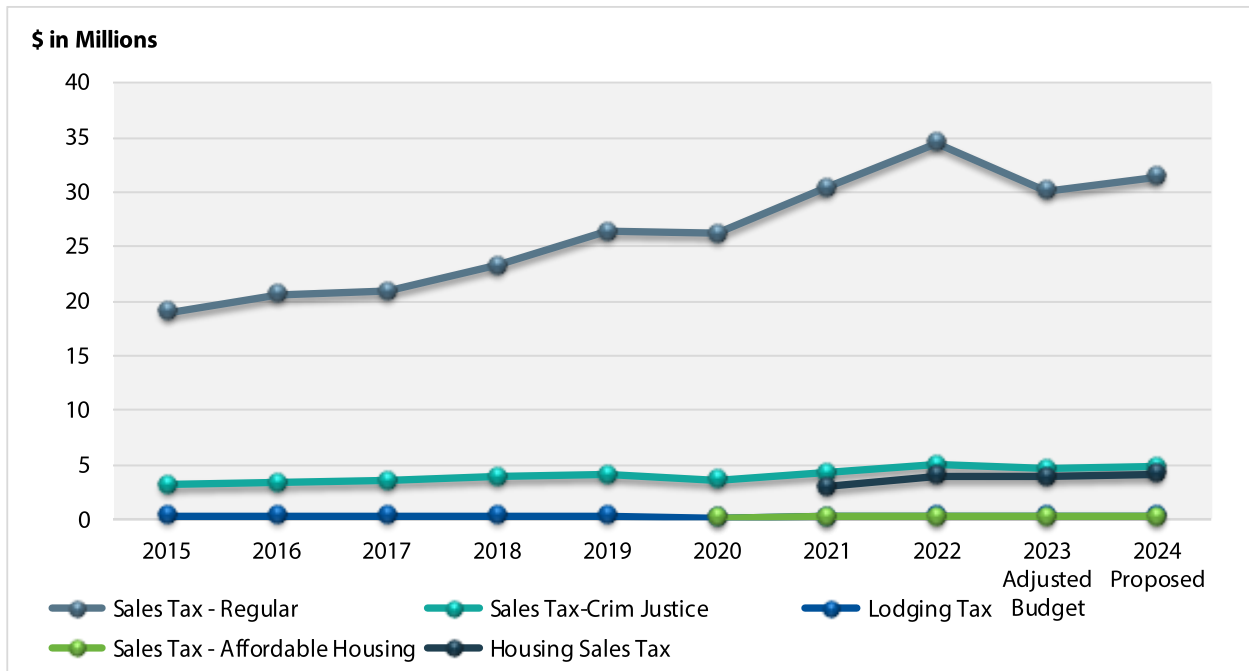
RCW 82.14.540 is a revenue sharing program with local governments to encourage investments in affordable and supportive housing. Through a credit against state retail sales or use taxes, the program authorized the City to impose an additional local sales or use tax of 0.0146 percent to be used for acquiring, rehabilitating or constructing affordable housing.

RCW 82.14.530 allows any city or town to levy a sales tax up to 0.1 percent for affordable housing, as long as the county has not done so first. At least 60 percent of the revenue must be used for constructing affordable housing or mental and behavioral health facilities or funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided. The remaining funds must be used for the operation, delivery or evaluation of mental and behavioral health treatment programs and services or housing-related services.

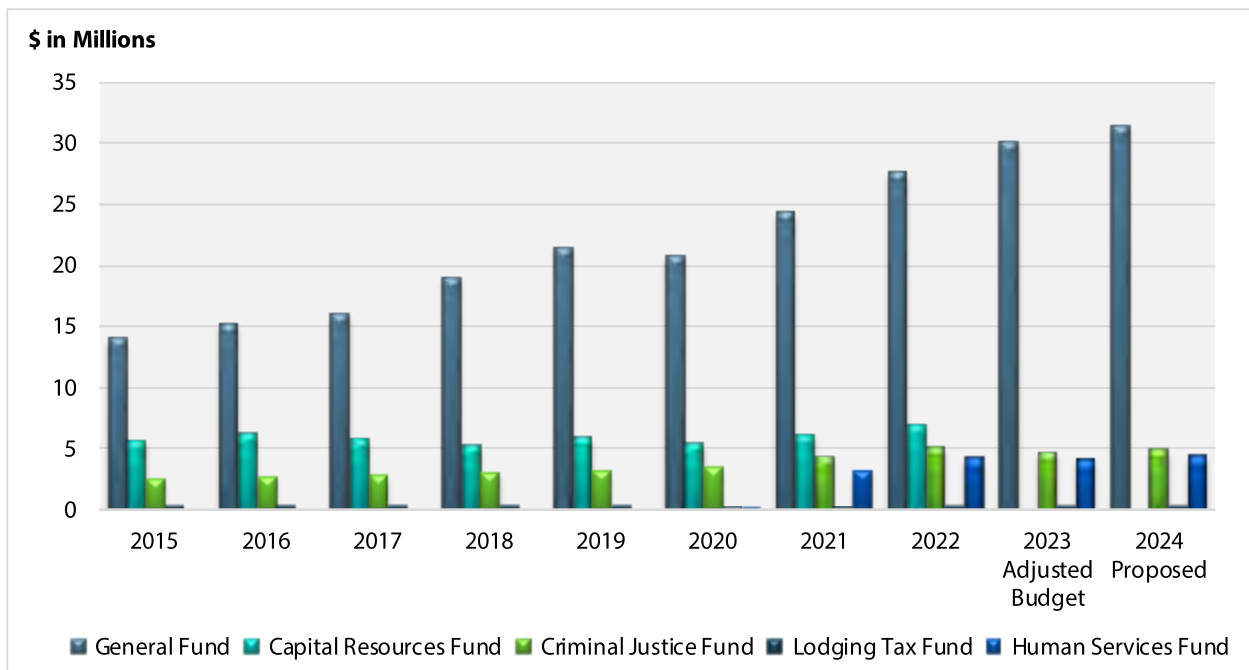
SALES TAX

The following tables, *Sales Tax Revenue History* and *Sales Tax Revenue History by Fund*, illustrate the amount of total sales tax revenue received from the various forms of sales taxes and to which funds they were allocated over the past 10 years, respectively. Both charts exclude annexation sales tax credits.

SALES TAX REVENUE HISTORY



SALES TAX REVENUE HISTORY BY FUND



UTILITY TAX

Utility tax makes up nearly 18 percent of General Fund revenues. The utility taxes are comprised of two types of taxes, external and internal. The external revenues are levied upon residents and businesses. The internal revenues are levied on the City’s internal utilities.

EXTERNAL UTILITY TAX

The City taxes the maximum allowable rate of six percent on cable, electricity, gas and telephone. Garbage is taxed at 18.4 percent, 10.6 of which was authorized in 2015 and is allocated to the maintenance and repair of residential streets. Beginning in 2021, all revenues collected from the cable utility tax go to fund IT operations and capital projects. For the 10 years prior to 2021, a portion went to annexation in the General Fund.

EXTERNAL UTILITY TAX RATES

	General Fund	Street Fund	Youth/Teen Fund	Total
Cable	6.0%			6.0%
Electricity	4.7%	1.0%	0.3%	6.0%
Garbage	6.5%	11.6%	0.3%	18.4%
Gas	4.7%	1.0%	0.3%	6.0%
Telephone	4.7%	1.0%	0.3%	6.0%

INTERNAL UTILITY TAX RATES (THROUGH 2022)

	General Fund	Street Fund	Youth/Teen Fund	Capital Resources Fund	Total
Water	7.70%	1.00%	0.30%	4.00%	13.00%
Sewer	5.63%	0.73%	0.22%	2.92%	9.50%
Drainage	11.55%	1.50%	0.45%	6.00%	19.50%

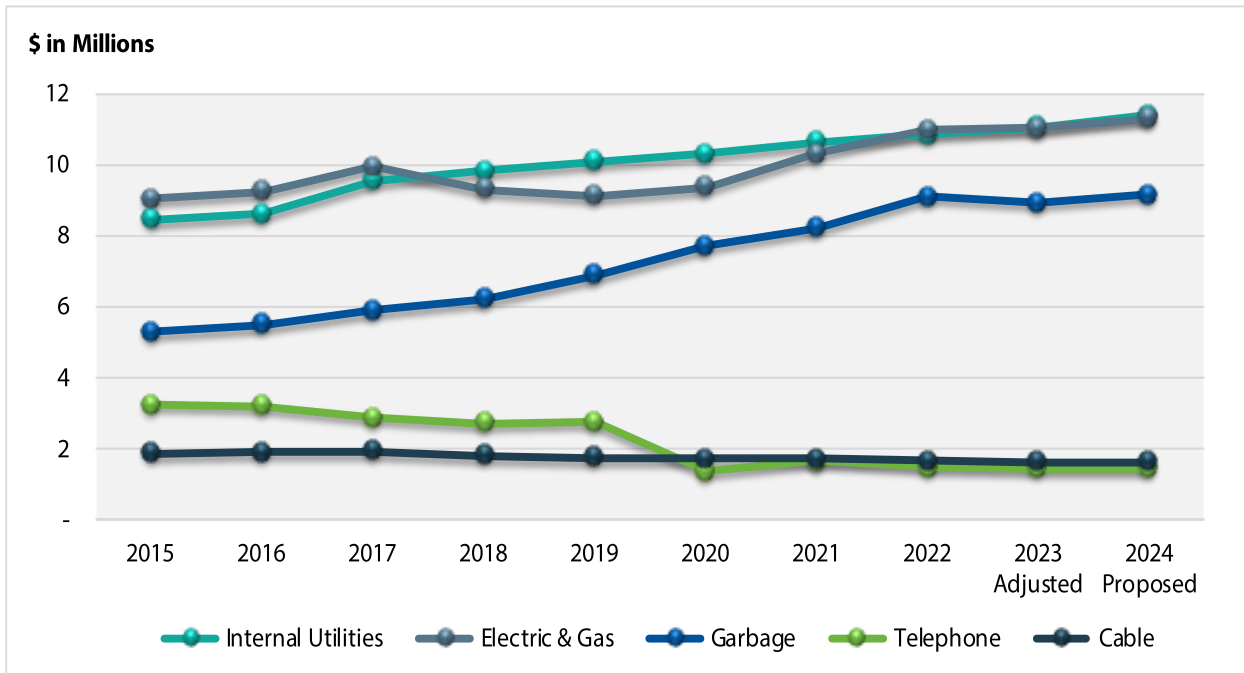
Prior to 2023, the City taxed each internal utility according to the *Internal Utility Tax Rates (Through 2022)* table above. Beginning in 2023, the percentage allocated to the Capital Resources Fund shifted to the General Fund as shown in the *Internal Utility Tax Rates (2023 Forward)* table below.

INTERNAL UTILITY TAX RATES (2023 FORWARD)

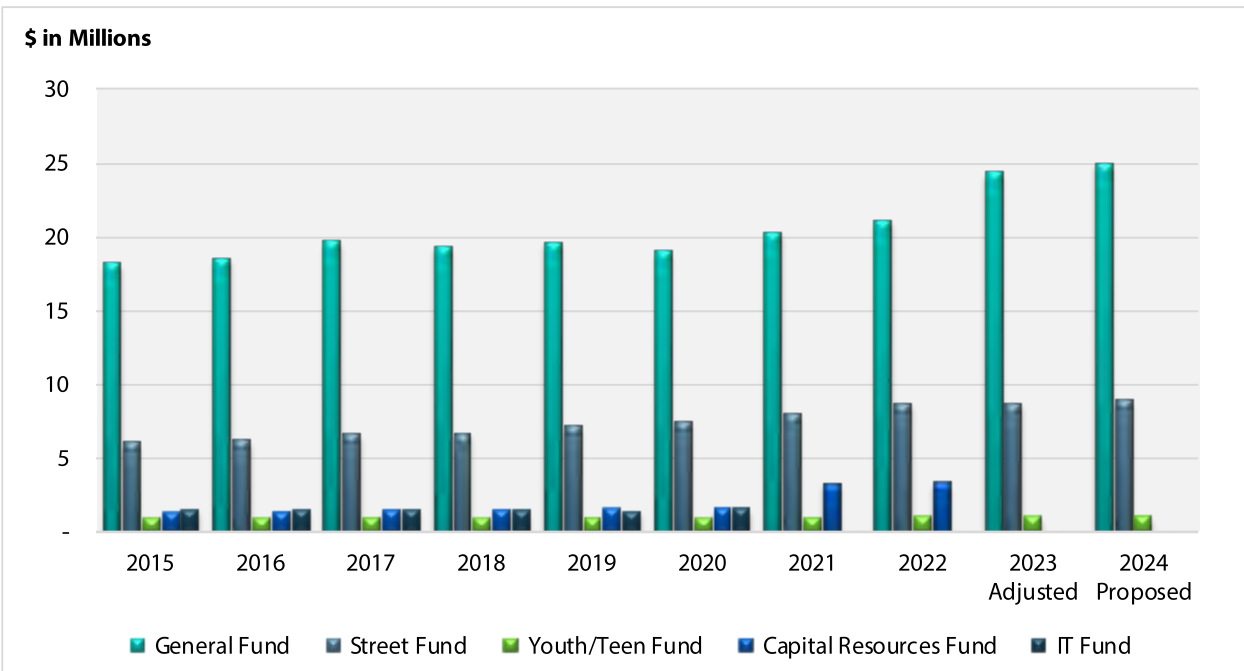
	General Fund	Street Fund	Youth/Teen Fund	Total
Water	11.70%	1.00%	0.30%	13.00%
Sewer	8.55%	0.73%	0.22%	9.50%
Drainage	17.55%	1.50%	0.45%	19.50%

UTILITY TAX

UTILITY TAX REVENUE HISTORY



UTILITY TAX REVENUE HISTORY BY FUND



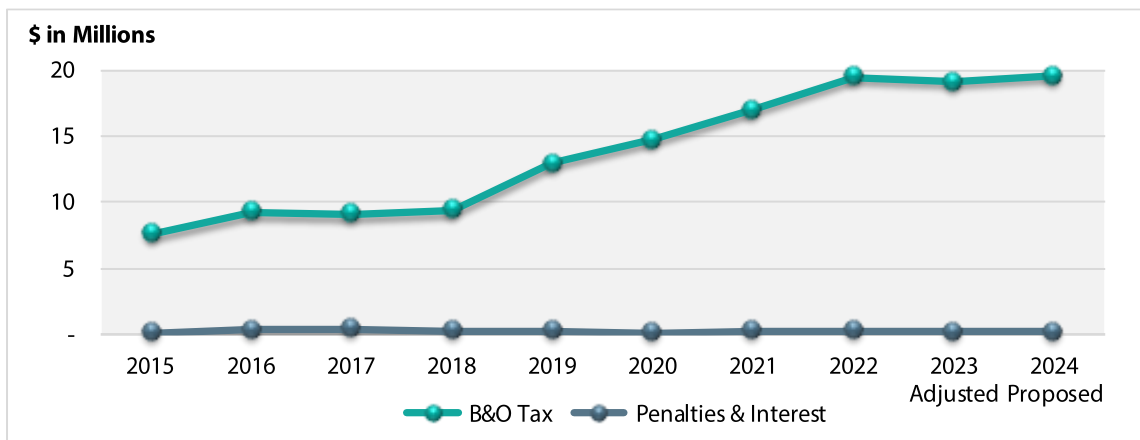
B&O TAX

The City began collecting taxes from those who engage in business activities within the City in January of 2013. There are five types of B&O tax classifications:

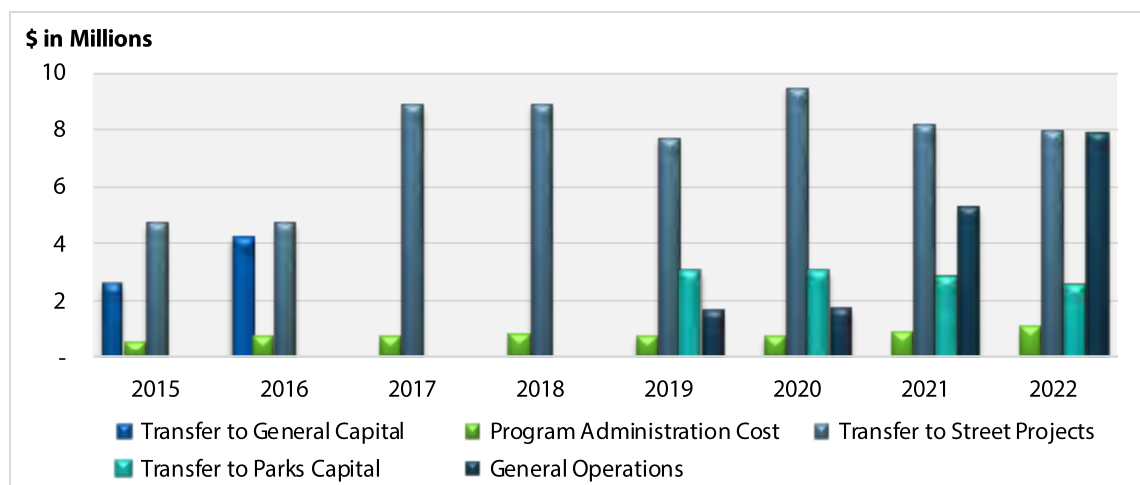
- ◆ Manufacturing
- ◆ Retailing
- ◆ Square Footage
- ◆ Wholesaling
- ◆ Service & Other

From the program’s inception through 2016, revenues were first allocated to program administration, then \$4.7 million toward street projects and any remaining revenues were transferred to the Capital Resources Fund. Beginning in 2017, all revenues were allocated to street projects, minus those for program administration. A square footage increase was adopted by Council in November 2017 which dedicated revenues for capital purposes. Revenues from gross receipt and square footage rate increases in 2019, 2020 and 2022 were allocated to general operations.

B&O REVENUES



B&O ALLOCATION



Beginning in 2023, the restrictions on B&O revenues have been removed and these revenues will now be used to support general operations. The transfers to Street projects and Parks capital will be funded by property tax revenues in the Capital Resources Fund.

GENERAL FUND

As the name implies, the General Fund is the fund that receives most of the City's undesignated revenues which are available to be used for any appropriate governmental purpose. This fund finances the majority of the traditional services associated with local government. Due to the flexibility in General Fund resources, much of the Mayor's as well as the Council's budget deliberations center around this fund.

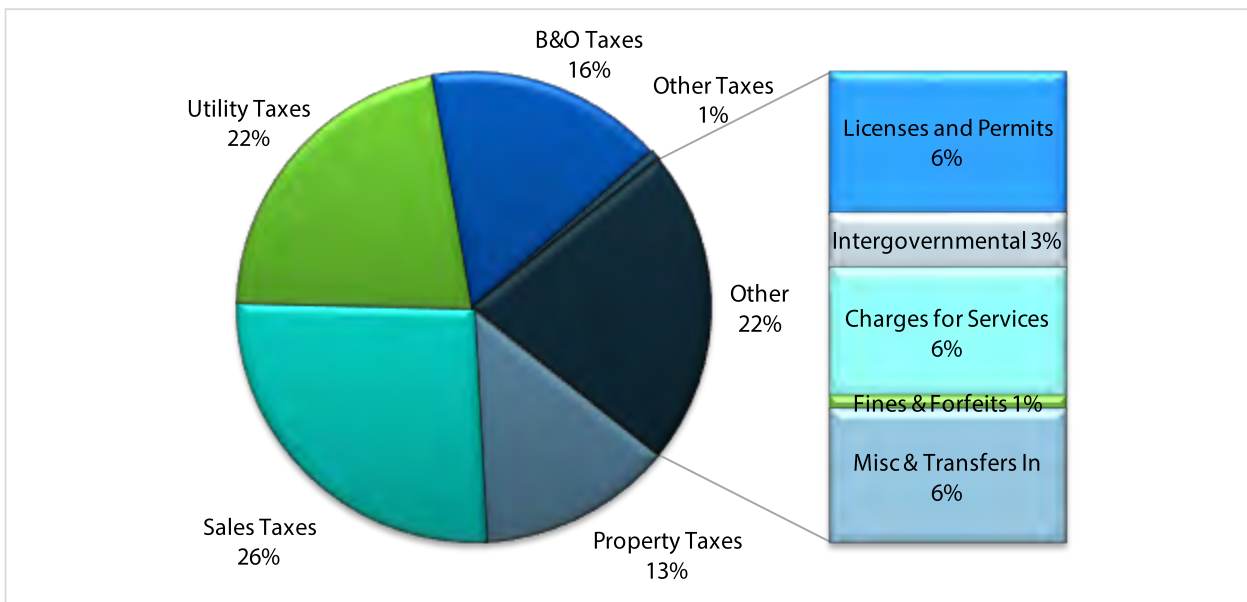
GENERAL FUND REVENUES

General Fund revenues are proposed to increase from the 2024 adopted budget of \$116,249,370 to an adjusted amount of \$120,844,980, for a total increase of \$4,595,610 or 4.0 percent.

	2023 Adj Budget	2024 Adopted	2024 Proposed	2024 \$ Change	2024 % Change
Property Taxes	\$15,670,870	\$16,063,160	\$16,165,310	\$102,150	0.6 %
Sales Taxes	30,323,830	30,627,060	31,682,150	1,055,090	3.4
Utility Taxes	24,349,760	24,963,200	26,461,510	1,498,310	6.0
B&O Taxes	19,120,500	19,191,000	19,579,930	388,930	2.0
Other Taxes	806,120	817,690	881,820	64,130	7.8
Licenses and Permits	7,468,380	7,498,270	7,761,430	263,160	3.5
Intergovernmental Revenue	3,246,020	3,287,700	3,109,350	(178,350)	(5.4)
Charges for Services	6,632,210	7,050,350	7,050,350	-	-
Fines and Forfeitures	738,080	738,080	757,590	19,510	2.6
Miscellaneous Revenue	2,016,600	2,186,100	2,932,200	746,100	34.1
Transfers In	7,000,380	3,826,760	4,463,340	636,580	16.6
Total Revenues	\$117,372,750	\$116,249,370	\$120,844,980	\$4,595,610	4.0 %

GENERAL FUND REVENUE SOURCES—2024 MID-BIENNIUM ADJUSTMENT

Over 78 percent or \$94,770,720 of the 2024 mid-biennium adjusted General Fund revenues are expected to be collected from taxes. The remaining 21.6 percent, or \$26,074,260 comes from all other sources combined.



GENERAL FUND

PROPOSED GENERAL FUND REVENUE—MAJOR CHANGES

Baseline revenue adjustments are in response to new and/or updated information received after the 2024 budget was adopted. General Fund revenue changes include:

- ◆ **Property Tax** revenues include an increase of \$102,150, or 0.6 percent due to an increase in new construction.
- ◆ **Sales Tax** revenue is budgeted to increase by 3.4 percent over the 2024 adopted budget. An increase of \$1,009,890 has been added to the budget to bring the sales and use tax revenue in line with current trends. Natural gas tax revenue has been increased by \$45,200.
- ◆ **Utility Tax** revenues are budgeted to collectively increase by \$1,498,310. Internal utility tax revenues have been increased by \$816,870 due to increases in water, sewer and drainage sales and services. Revenues for external electric, garbage and gas utility taxes have been increased by \$876,760 due to vendor rate increases for these services. Telephone and cable utility tax revenues were reduced in the 2024 adopted budget, but due to ongoing trends of residents switching to alternative platforms and devices, these revenues were reduced by an additional \$195,320 in the mid-biennium budget.
- ◆ **License and Permit** revenues are budgeted to have an overall increase of 3.5 percent over the 2024 budget. These revenue increases are for cable and water franchise fees (\$146,850) and business licenses (\$116,310) to bring them in line with current trends.
- ◆ **Intergovernmental** revenues are estimated to decrease by 5.4 percent, or \$178,350 in 2024. State shared revenues for MVET/criminal justice assistance and liquor excise tax and profits distributions are anticipated to decrease slightly, but are mostly offset by an increase to the fire insurance premium tax. Interlocal jail services have been reduced by \$141,510 due to the loss in revenues of a neighboring city switching to South Correctional Entity (SCORE).
- ◆ **Miscellaneous** revenues include interest income, reimbursements, rentals and B&O tax interest, which are estimated to increase by 34.1 percent in 2024. Interest income revenue has been increased by \$421,100 to reflect higher interest rates. An increase of \$125,000 has been added to the budget for Police reimbursements for off-duty overtime.
- ◆ **Transfers In** are budgeted to increase by \$636,580. The majority of this increase can be attributed to the proposed American Rescue Plan Act (ARPA) requests. A summary of other ARPA expenditures can be found on pages 126-127 of the Budget by Fund section.

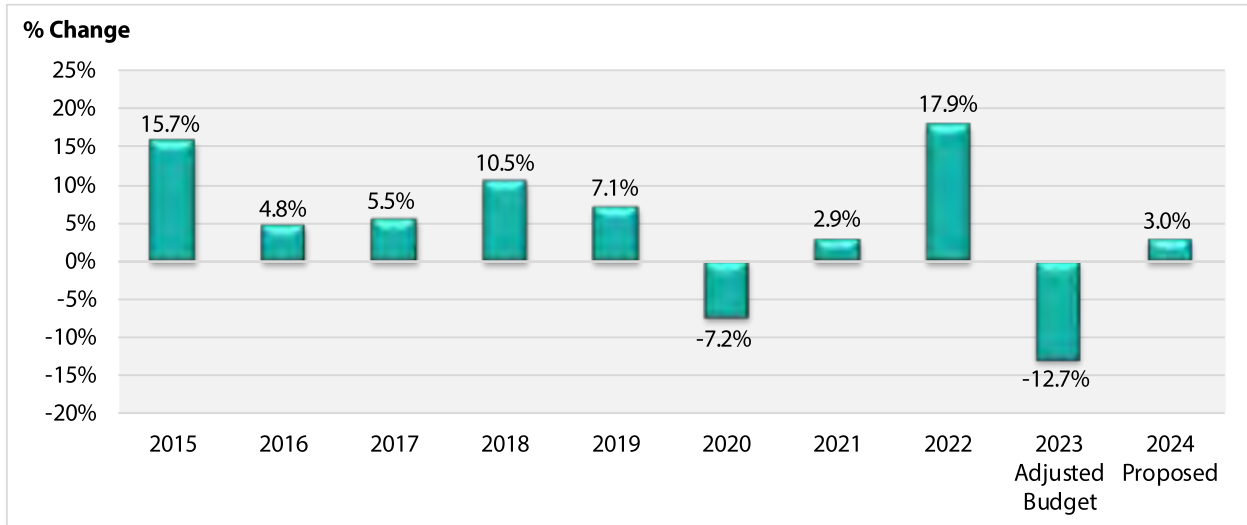
GENERAL FUND

PROPOSED CHANGES—GENERAL FUND REVENUES

	Proposed Increase/(Decrease)
Property Tax	\$ 102,150
Sales Tax	1,009,890
Natural Gas Tax	45,200
Internal Utility Taxes (Water, Sewer, Drainage)	816,870
Electric, Garbage, Gas Utility Taxes	876,760
Telephone and Cable Utility Taxes	(195,320)
B&O Tax	388,930
Admissions and Gambling Taxes	64,130
Business Licenses	116,310
Franchise Fees	146,850
State Shared Revenues	(36,840)
Court & Interlocal Jail Services	(141,510)
Penalties	19,510
Interest Income	421,100
Miscellaneous Revenue	200,000
Police Reimbursements	125,000
Transfers In	
ARPA Positions	(164,220)
Uplift Program (ARPA Funded)	750,000
Body-Worn Camera Specialty Pay	14,670
Youth/Teen	36,130
Total Revenues	\$ 4,595,610

GENERAL FUND

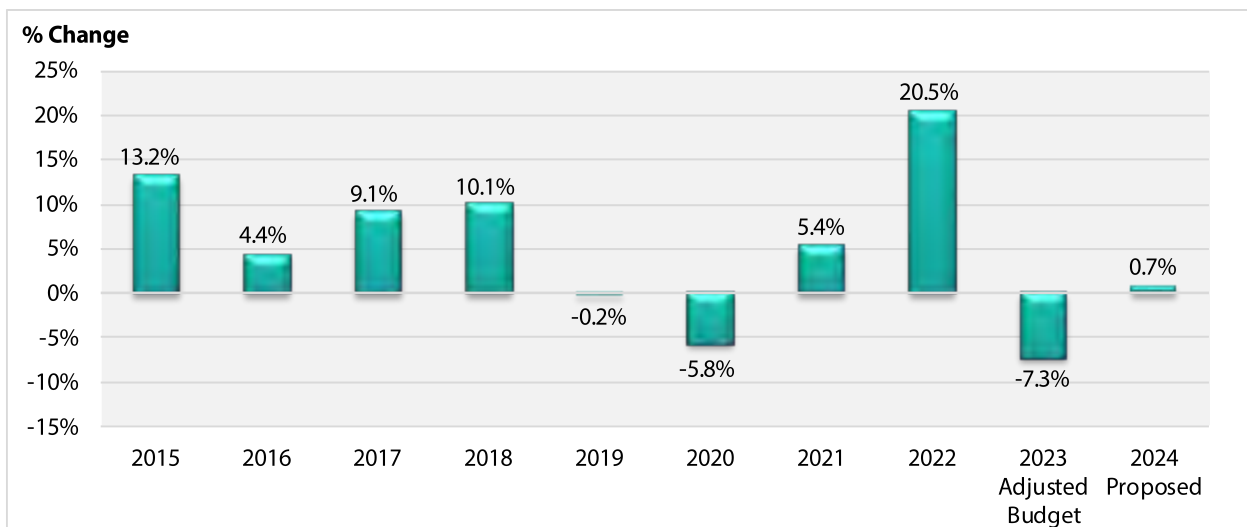
PERCENT CHANGE IN GENERAL FUND REVENUES



The **Percent Change in General Fund Revenues** chart above and **Percent Change in General Fund Expenditures** below compares the year-to-year changes in total General Fund revenue collections and expenditures over the past several years. This is not a comparison of actual to budgeted; rather, the chart compares the total collected or expended in one year to the total collected or expended in the previous year.

The large increase in 2015 represents the change in accounting for the City’s B&O tax collections. Prior to 2015, B&O taxes were directly coded to the various funds as previously described. In 2015, for accounting ease and transparency, the City began coding all B&O tax collections to the General Fund and then budgeted an interfund transfer to move the resources to the appropriate funds.

PERCENT CHANGE IN GENERAL FUND EXPENDITURES



GENERAL FUND

GENERAL FUND EXPENDITURES

General Fund mid-biennium adjusted expenditures increased by \$2,549,530 or 2.1 percent to a total amount of \$121,885,680 as compared to the 2024 adopted budget of \$119,336,150.

The following expenditure tables summarize the 2024 mid-biennium adjusted General Fund budget and provides comparative information between the 2024 adopted budget and the current 2023 budget. **General Fund Expenditures by Department** lists each department’s budget total.

GENERAL FUND EXPENDITURES BY DEPARTMENT

	2023 Adj Budget	2024 Adopted	2024 Proposed	2024 \$ Change	2024 % Change
City Council	\$440,600	\$293,180	\$448,480	\$155,300	53.0 %
Administration	3,310,760	3,124,840	3,472,110	347,270	11.1
Economic & Community Dev	10,365,330	10,478,590	10,575,600	97,010	0.9
Finance	3,467,640	3,457,480	3,844,590	387,110	11.2
Fire Contracted Services	4,109,990	4,266,480	3,749,880	(516,600)	(12.1)
Human Resources	2,323,130	2,128,130	2,109,730	(18,400)	(0.9)
Law	1,647,990	1,619,820	1,697,920	78,100	4.8
Municipal Court	4,254,230	4,323,640	4,437,810	114,170	2.6
Parks, Rec & Comm Services	23,264,010	22,768,590	23,471,860	703,270	3.1
Police	55,556,550	57,771,700	58,435,050	663,350	1.1
Non-Departmental	12,298,080	9,103,700	9,642,650	538,950	5.9
Total Expenditures	\$121,038,310	\$119,336,150	\$121,885,680	\$2,549,530	2.1 %

GENERAL FUND EXPENDITURES BY FUNCTION

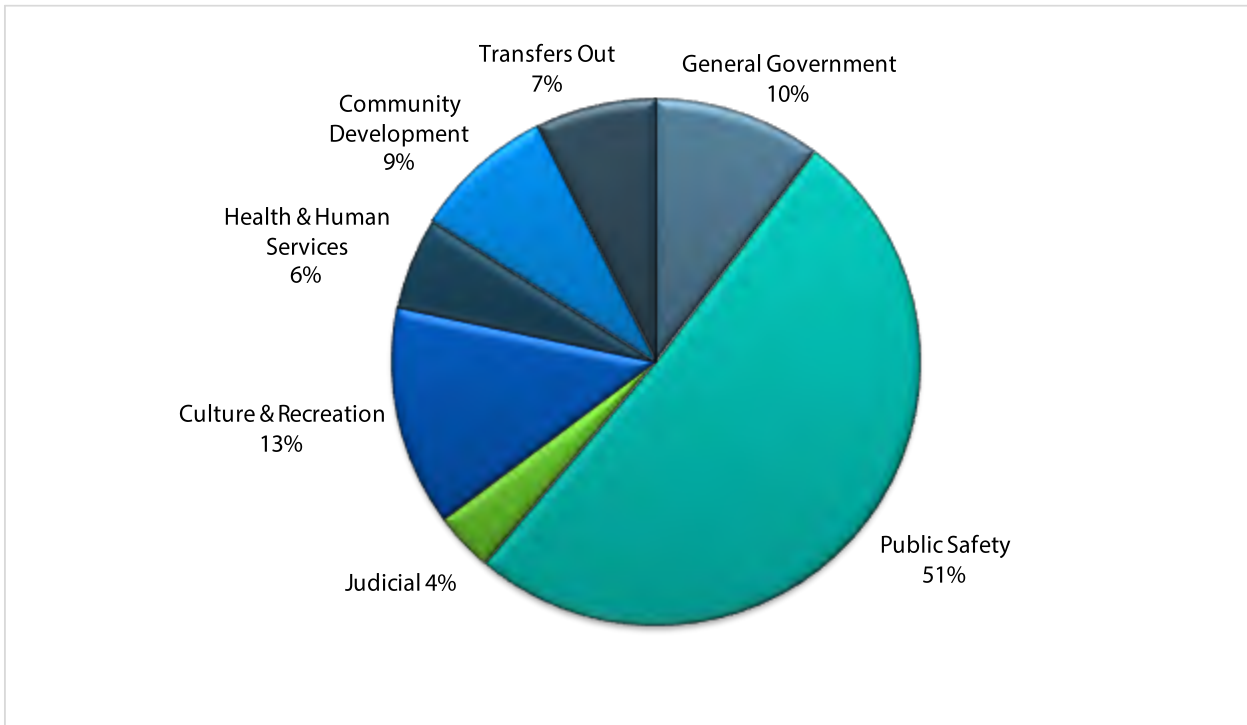
	2023 Adj Budget	2024 Adopted	2024 Proposed	2024 \$ Change	2024 % Change
General Government	\$11,767,190	\$11,201,850	\$12,486,350	\$1,284,500	11.5 %
Public Safety	59,561,540	61,942,670	62,079,930	137,260	0.2
Judicial	4,254,230	4,323,640	4,437,810	114,170	2.6
Culture & Recreation	15,957,590	15,710,570	16,462,110	751,540	4.8
Health & Human Services	7,193,720	6,950,090	6,899,420	(50,670)	(0.7)
Community Development	10,243,280	10,469,100	10,575,600	106,500	1.0
Transfers Out	12,060,760	8,738,230	8,944,460	206,230	2.4
Total Expenditures	\$121,038,310	\$119,336,150	\$121,885,680	\$2,549,530	2.1 %

GENERAL FUND

General Fund Expenditures by Function (table and chart) presents the General Fund according to functional category, including each function as a percent of total for the biennium.

- ◆ **General Government** includes City Council, Administration, Human Resources, Law and Finance.
- ◆ **Public Safety** includes Police and Regional Fire Authority (RFA) contracted services.
- ◆ **Judicial** includes the Municipal Court.
- ◆ **Culture & Recreation** includes most Parks functions, such as administration, most recreation programs, planning & development and park operations.
- ◆ **Health & Human Services** includes indigent counsel, adaptive recreation, youth/teen programs, senior center programs and human services.
- ◆ **Community Development** includes economic development, planning services, permit center and development engineering.

GENERAL FUND EXPENDITURES BY FUNCTION—2024 MID-BIENNIUM ADJUSTMENT



GENERAL FUND

EXPENDITURE ASSUMPTIONS

	2024 Adopted	2024 Mi-Biennium
Salary Increases		
AFSCME/NR	4.0%	4.5%
Teamsters	3.5%	4.5%
KPOA	4.5%	4.5%
Health Plans		
	5.0%	0.0%
Retirement		
PERS	10.39%	9.53%
L2PD	5.30%	5.32%
Insurance Allocations		
Workers Compensation	20.0%	68.0%
Liability	30.0%	42.5%
Property	10.0%	54.0%

PROPOSED GENERAL FUND EXPENDITURES—MAJOR CHANGES

Baseline revenue adjustments are in response to new and/or updated information received after the 2024 budget was adopted. Significant General Fund expenditure changes include:

Baseline Adjustments

- ◆ **Salaries and Benefits**
 - ◇ **Wages:** increased by \$2,045,670 for cost of living adjustments. In 2022, when the budget was being created, the AFSCME and Teamster unions were in contract negotiations, so current year COLA increases of four percent for AFSCME/Non-Rep and three and a half percent for Teamsters were used as estimates for salary increases. The 2023 actual salary increases for AFSCME/Non-Rep and Teamsters were 9.5 percent. The 2024 adopted budget included COLA adjustments between 3.5 percent and 4.5 percent, depending on estimates for each respective union contract. The 2024 mid-biennium adjustment includes the increases from 2023 plus a COLA adjustment of 4.5 percent for all unions in 2024, which was determined by CPI-W.
 - ◇ **Medical:** decrease of \$684,560 to remove the five percent increase to medical rates that was included in the 2024 adopted budget.
 - ◇ **Workers Comp Increase:** \$244,870 for increases to Workers Comp contribution rates, which have increased by 48 percent from the 2024 adopted budget.

GENERAL FUND

◆ Allocations

- ◇ **Central Cost:** \$276,330 increase for the impact of the Central Cost Allocation plan. The allocation plan assigns each fund its proportionate share of City-wide services provided by Administration, Human Resources, Law and Finance. A placeholder was included in the 2024 adopted budget of \$5,203,910. The actual plan resulted in an allocation of \$4,927,580 from the General Fund to other funds.
- ◇ **Facilities:** \$299,350 increase, which is mostly due to increases in salaries and benefits (\$121,700) and an increase in property insurance rates (\$142,510).
- ◇ **GIS:** \$181,060 decrease due to the suspension of this allocation. The GIS division is in the process of moving from the IT department to Public Works. Once the GIS division has been reestablished, an analysis will be conducted to determine the appropriate allocation to departments using this resource.
- ◇ **IT:** net decrease of (\$438,670). This overall decrease is comprised of two changes: a (\$595,100) reduction in baseline expenses related to digital services and maintenance contracts, which is partially offset by a \$151,430 increase for IT services related to higher salaries and benefits costs.
- ◇ **Liability Insurance:** decrease of (\$74,970) due to the shifting of a portion of Police-related liability costs to the Criminal Justice Fund. The General and Criminal Justice Funds will now have liability costs allocated to them based on the number of budgeted Police FTEs in each of the respective funds. The liability insurance rates were also updated to reflect a 12.5 percent rate increase and expenses were redistributed among departments based on employee hours and liability claims experience rating as defined in the actuary report.
- ◇ **Property:** \$34,070 for increases to property insurance contribution rates, which have increased by 44 percent from the 2024 adopted budget.
- ◆ **PSRFA Interlocal Agreement:** (\$516,600) decrease due to changes in the interlocal agreement with the PSRFA (Puget Sound Regional Fire Authority) for fire prevention services. The rates have been updated to reflect the new allocation methodology and another City joining the PSRFA.
- ◆ **Regional Animal Services:** increase of \$260,120 due to a higher allocation of field and shelter costs.
- ◆ **Transfers Out:**
 - ◇ **ARPA:** net decrease of (\$962,850), which is comprised of a \$37,150 increase for higher ARPA position costs in other funds and a decrease of a (\$1 million) transfer to an ARPA TBD project.
 - ◇ **Cable Utility Tax:** decrease of (\$120,450) due to ongoing trends of residents switching to alternative streaming platforms. Cable utility tax revenues are receipted in the General Fund and then transferred to the IT Fund.
 - ◇ **Street Fund Subsidy:** \$157,170 increase for higher salaries and benefits costs.

GENERAL FUND

Other Adjustments

◆ Human Resources

◆ **Administrative Assistant 2**, 1.0 FTE, ongoing; \$121,970

- ◇ Restore COVID cut position in order to assist HR in delivering exceptional customer service for the greater City organization. They will also serve as a resource to support large cost-saving, process improvement projects such as Laserfiche, Workday and Annual Strategic Planning.

◆ **Convert Term-Limited Human Resources Analyst to Permanent**, ongoing; \$0

- ◇ Convert a position due to the ongoing need of having a dedicated benefits resource to oversee claims and absences. This conversion will ensure adequate team staffing and provide timely, consistent service to every department.

◆ **Offset to Health & Wellness Fund**, ongoing, (\$259,860)

- ◇ Forty percent of the salary and benefit costs of the Benefits Division will be shifted to the Health & Wellness Fund to cover the ongoing expense of the position changes noted above.

◆ Municipal Court

◆ **Convert Part-Time Probation Resource Coordinator to Full-Time**, 0.25 FTE, ongoing, \$0

- ◇ This conversion will enable the Court to have adequate staffing for Community Court and assisting individuals (in and out of custody) with finding resources. The cost of the conversion is offset by a reduction to the Courts temporary staffing budget.

◆ Parks Parks, Rec & Community Services

◆ **Parks Stormwater Management Program**, one-time—\$55,000; ongoing—\$50,000

- ◇ This program is required and intends to reduce pollutant runoff from municipal operations. One-time funds will be used to address permit compliance issues identified in the 2022 inspection cycle conducted by Public Works staff. Ongoing funding will be used to meet future annual, maintenance and inspection compliance requirements.

◆ **Supplemental Security Services**, one-time; \$30,000

- ◇ The need to monitor large gatherings, manage parking areas, inform and educate residents about park rules and when necessary, support enforcement, has expanded beyond the existing capacity of Park staff. Funding will be used for a contracted security response pilot program which will provide support to Park staff managing high use locations and events during the peak season (summer months) in the park system.

◆ **GAP Funding for Senior Center Levy Positions**, one-time; \$239,650

- ◇ In 2019, the City was awarded funds from the King County Veterans, Seniors, and Human Services Levy (VSHSL) for 2019 through 2023, which enabled the Senior Activity Center to add one Program Coordinator and one Program Assistant. The levy has been renewed and the Parks Department will apply for new funding. Gap funding is needed for the two positions initially funded through the levy to maintain current levels of service at the Senior Activity Center until VSHSL funding is awarded to the City.

GENERAL FUND

◆ **Police**

◆ **Deputy Chief** 1.0 FTE, ongoing; \$348,780

◇ This position will coordinate the daily operations of all three divisions, which will create efficiencies in communication with staff, and elevate the overall effectiveness of the Police Department both internally and externally. The addition will also alleviate the Chief from direct oversight of coordinated operations, allowing the Chief more time to focus on strategic and policy level work, local and regional engagement with various stakeholders, legislative initiatives and establishing the department vision and direction.

◆ **Other**

◆ **IT Digital Services and Maintenance Allocation**, ongoing; \$329,030

◇ The increased costs are related to the ongoing computer refresh, Police MDC refresh and new maintenance contracts and digital subscriptions for various departments that utilize those services/applications.

◆ **Transfers Out**

◆ **Uplift Program**, one-time; \$,750,000

◇ The current Uplift Program is being extended by an additional three years with a \$750,000 allocation of ARPA funds. This funding will be used for litter abatement/sanitation services in six specified areas in Kent.

PROPOSED CHANGES—GENERAL FUND EXPENDITURES

	FTE	Proposed Increase/(Decrease)
Baseline Adjustments		
Salaries & Benefits		
Wage Increases - CPI and union contracts		2,045,670
Medical Decrease - Remove 5% rate increase		(684,560)
Worker's Comp Increase		244,870
Other Adjustments		(5,790)
Allocations		
Central Cost		276,330
Facilities		299,350
Fuel		19,680
GIS		(181,060)
IT		(438,670)
Liability Insurance		(74,970)
Multimedia		10,990
Property Insurance		34,070

GENERAL FUND

PROPOSED CHANGES—GENERAL FUND EXPENDITURES

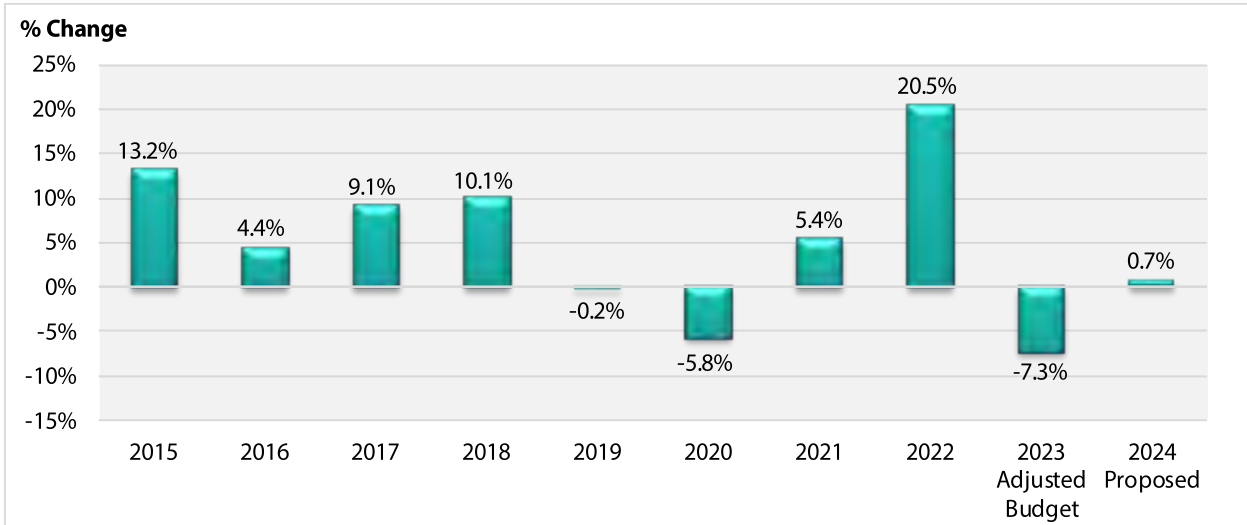
	FTE	Proposed Increase/(Decrease)
Federal Lobbyist		83,330
Human Services - adjust for CPI and population		10,750
Legal Services		75,000
PSRFA Interlocal Agreement		(516,600)
Regional Animal Services		260,120
Valley Comm		(29,130)
Voter Registration		150,000
Department Dues & Fees		58,460
Other Baseline Adjustments		30,540
Transfers Out		
ARPA Positions		37,150
ARPA Project Reversal		(1,000,000)
Cable Utility Tax		(120,450)
City Arts Program - update population		2,400
Comp Plan Budget		125,000
Golf Admissions Tax		15,310
Street Fund Subsidy		157,170
Other Adjustments		
Human Resources		
Administrative Assistant II Position	1.0	121,970
Convert Term-Limited HR Analyst to Permanent		-
Move 40% of Benefits Division to Health & Wellness Fund		(259,860)
Municipal Court		
Convert Part-Time Resource Coordinator to Permanent	0.25	25,520
Reduce Temp Budget		(25,520)
Parks, Recreation & Comm Svcs		
Stormwater Management Program		105,000
Parks Security		30,000
GAP Funding for Senior Center Levy Positions		239,650
Police		
Deputy Chief Position	1.0	348,780
Other		
IT Digital Services and Maintenance Allocation		329,030
Transfers Out		
Uplift Program		750,000
Total Expenditures	2.25	\$ 2,549,530

GENERAL FUND

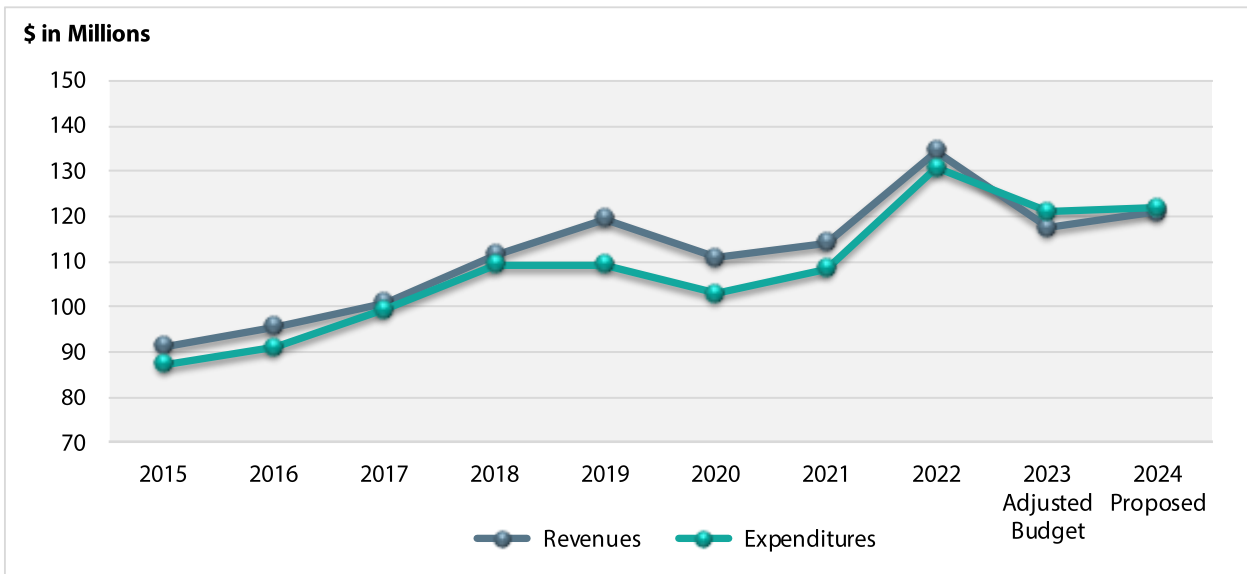
GENERAL FUND BALANCE

The *General Fund Change in Fund Balance* and *General Fund Revenue & Expenditures* tables below represent the actual difference between revenues and expenditures in the General Fund since 2015. The figures in these graphs are inclusive of annexation related revenues and expenditures.

GENERAL FUND CHANGE IN FUND BALANCE



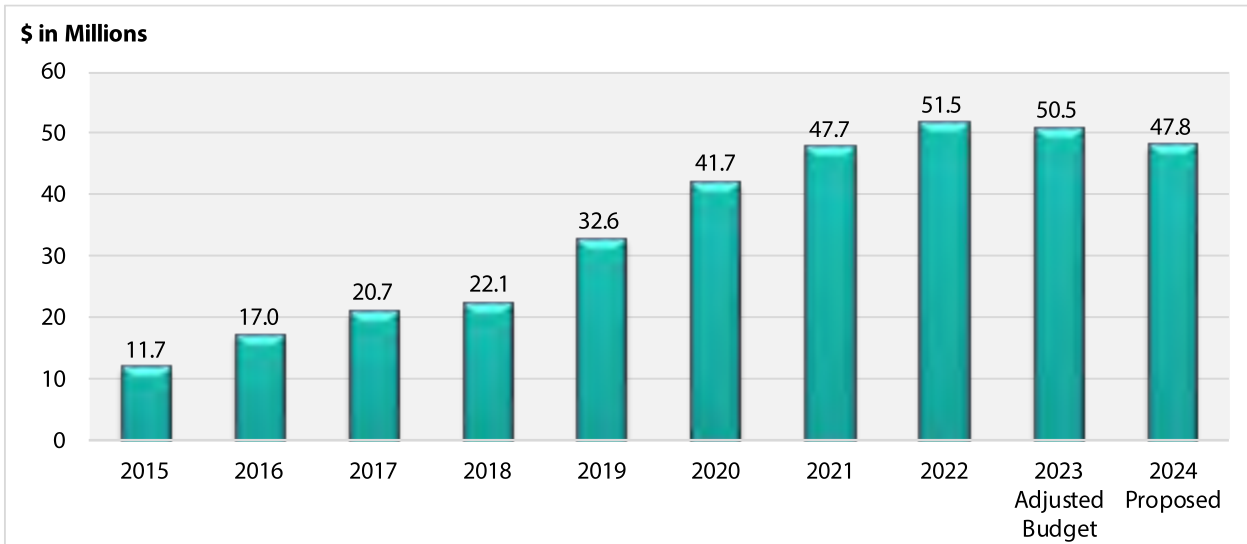
GENERAL FUND REVENUE & EXPENDITURES



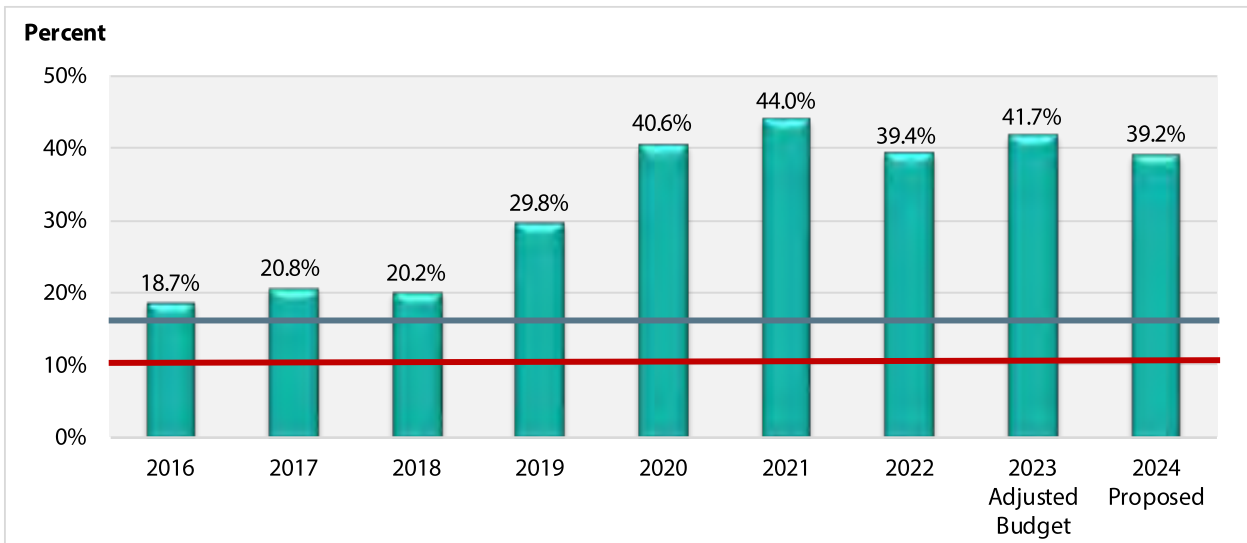
GENERAL FUND

The following charts, *Unreserved General Fund Balance* and *Unreserved General Fund Balance as a Percent of General Fund Budget*, demonstrate trends in the unreserved portion (excluding annexation) of the General Fund balance. In 2017, the City updated its fiscal policy on unreserved General Fund balance, increasing the required fund balance from 10 percent to 18 percent of current year budgeted expenditures, roughly two months of operating expenses. The *Unreserved General Fund Balance as a Percent of General Fund Budget* chart demonstrates the old 10 percent (red line) and updated 18 percent (blue line) requirements for comparative purposes.

UNRESERVED GENERAL FUND BALANCE



UNRESERVED GENERAL FUND BALANCE AS A PERCENT OF GENERAL FUND BUDGET



SPECIAL REVENUE FUNDS

From a budgetary perspective, Special Revenue Funds account for revenue sources (other than special assessments and major capital projects) that are legally restricted for a specific purpose. The **Special Revenue Fund Summary** table below lists each fund and the associated total operating expenditure budget.

SPECIAL REVENUE FUND SUMMARY

	2023	2024	2024	2024	
	Adj Budget	Adopted	Proposed	\$ Change	% Change
Street Operating	\$21,067,060	\$20,713,310	\$21,424,340	\$711,030	3.4 %
LEOFF 1 Retiree Benefits	1,581,160	1,612,800	1,612,800	-	-
Lodging Tax	268,880	274,520	274,230	(290)	(0.1)
Youth/Teen	1,049,920	1,076,330	1,112,240	35,910	3.3
Capital Resources	34,570,830	35,081,530	36,660,570	1,579,040	4.5
Criminal Justice	14,176,900	11,921,270	12,925,440	1,004,170	8.4
Human Services	5,251,400	5,278,660	5,547,460	268,800	5.1
City Arts Program	112,700	107,930	110,330	2,400	2.2
ShoWare Operating	3,429,620	1,300,350	1,898,620	598,270	46.0
School Impact Fees	4,150,840	4,254,610	4,251,960	(2,650)	(0.1)
Total Expenditures	\$85,659,310	\$81,621,310	\$85,817,990	\$4,196,680	5.1 %

PROPOSED SPECIAL REVENUE FUNDS—MAJOR CHANGES

Baseline adjustments are in response to new and/or updated information received after the 2024 budget was adopted. Major changes to the Special Revenue Funds include:

Street Operating Fund: The 2024 mid-biennium adjustment reflects a 3.4 percent increase from the 2024 adopted budget, which is due to moving the GIS division from the IT department to Public Works (\$417,450) and increases to salaries and benefits (\$358,780). These increases are slightly offset by a net reduction to various allocations (\$81,370). The mid-biennium adjustment includes the addition of one permanent Transportation Signal Technician who will assist in maintaining Kent’s traffic signal and streetlighting systems, which was budgeted at \$139,770. Also included in the mid-biennium adjustment is the addition of a landscape maintenance crew who will focus maintaining enhanced streetscapes, which include planter strips and planted medians and islands. \$223,540 has been budgeted for the addition of two permanent Maintenance Worker 1 positions and \$100,000 for one-time vehicle, trailer and equipment expenditures. The cost of the Signal Technician and Landscape Maintenance crew are fully offset by a reduction to contractor services.

Capital Resources Fund: Two IT-related projects and one Parks-related project totaling \$515,000 have been added to General Capital expenditures in the 2024 mid-biennium adjustment. A summary of each of the proposed capital projects can be found in the **Capital Program** section on page 100. Also included in the budget adjustment a \$1,058,000 increase in Parks Capital funded projects.

SPECIAL REVENUE FUNDS

Criminal Justice Fund: An increase of \$289,020 has been added to the budget for liability insurance costs. The Police-related liability insurance allocation was previously only allocated to the General Fund, but now the Criminal Justice Fund will have liability costs allocated to the fund based on the number of budgeted Police FTEs in each of the respective funds.

The expenditures in the Red-Light Camera Fund have been increased by \$573,850 in the 2024 mid-biennium adjustment and will be covered by the revenues from the newly installed red-light cameras. In-car cameras equipment (\$250,090) will be installed in patrol vehicles which will result in additional transparency, enhanced safety for officers and greater investigative abilities. Two permanent positions, a Prosecutor and a Public Disclosure Analyst, have been added to the budget, starting mid-year, to assist in the additional workload related to the new in-car cameras (\$163,760). \$100,000 has been added to the budget for investigative technology related to drones, video review and interview room recording. Also included in this mid-biennium adjustment is \$60,000 for cell phones upgrades, which are necessary for the Axon app to run reliably.

PROPOSED REVENUE CHANGES—SPECIAL REVENUE FUNDS

Other changes are displayed in the *Proposed Revenue Changes—Special Revenue Funds* table below and *Proposed Expenditures Changes—Special Revenue Funds* table on the following pages.

	Proposed Increase/(Decrease)
Street Operating	
Internal Utility Taxes (Water, Sewer, Drainage)	\$ 23,740
Electric, Garbage, Gas Utility Taxes	419,200
Telephone Utility Tax	(15,930)
Fuel Tax	(54,430)
Planning/Development Services	(104,750)
Interest Income	106,390
Transfer In from General Fund	157,170
LEOFF 1 Retirees	
Interest Income	13,680
Lodging Tax	
Interest Income	2,980
Youth/Teen	
Internal Utility Taxes (Water, Sewer, Drainage)	7,230
Electric, Garbage, Gas Utility Taxes	33,460
Telephone and Cable Utility Taxes	(4,780)
Capital Resources Fund	
Property Tax	200,070
Interest Income	192,350

SPECIAL REVENUE FUNDS

	Proposed Increase/(Decrease)
Criminal Justice Fund	
Criminal Justice Sales Tax	103,050
State Shared Revenues	24,780
Interest Income	57,340
Opioid Settlement Funds	99,900
Transfer in for Body-Worn Camera Specialty Pay	(940)
Human Services Fund	
Housing Sales Tax	253,000
City Arts	
City Arts Program - update for population	2,400
Total Revenues	\$ 1,515,910

PROPOSED EXPENDITURE CHANGES—SPECIAL REVENUE FUNDS

	FTE	Proposed Increase/(Decrease)
Street Operating		
Salaries & Benefits		
Wage Increases - CPI and union contracts		326,680
Worker's Comp Increase		19,990
Other Adjustments		12,110
Allocations		
Central Cost		(35,970)
Facilities		26,630
Fuel		(6,750)
GIS		(21,510)
IT		(23,820)
Liability Insurance		(34,930)
Multimedia		(90)
Engineering		(252,210)
Utility Clearing		267,280
Move GIS Division from IT to PW	2.0	417,450
Federal Lobbyist		16,670
Transportation Signal Technician Position	1.0	139,770
Landscape Maintenance Crew	2.0	323,540
Offset to Contractor Services and Street Trees		(463,810)
Lodging Tax		
Central Cost Allocation		(290)

SPECIAL REVENUE FUNDS

	FTE	Proposed Increase/(Decrease)
Youth/Teen		
Central Cost Allocation		(220)
Transfer to General Fund		36,130
Capital Resources Fund		
General Capital		
Central Cost Allocation		(9,790)
Transfer Out to Projects		
Web Application Firewall Implementation		90,000
Intranet Redesign		225,000
Security Upgrades for City Facilities		200,000
Parks Capital		
Salaries & Benefits		
Wage Increases - CPI and union contracts		6,010
Worker's Comp Increase		2,150
Other Adjustments		4,150
Allocations		
Fuel		7,570
IT		(4,050)
Transfer Out to Projects		1,058,000
Criminal Justice Fund		
Salaries & Benefits		
Wage Increases - CPI and union contracts		83,120
Medical Decrease - Remove 5% rate increase		(52,750)
Worker's Comp Increase		31,570
Other Adjustments		5,520
Allocations		
Central Cost		(15,560)
Fuel		(770)
IT		(23,470)
Liability Insurance		289,020
Multimedia		10
Use Opioid Settlement Funds		99,900
Transfer Out for Body-Worn Camera Specialty Pay		13,730
In-Car Camera Program		
Equipment		250,090
Prosecutor Position	1.0	96,850
Public Disclosure Analyst Position	1.0	66,910
Investigative Technology		100,000
Cell Phone Upgrades		60,000

SPECIAL REVENUE FUNDS

	FTE	Proposed Increase/(Decrease)
Human Services Fund		
Salaries & Benefits		
Wage Increases - CPI and union contracts		13,540
Medical Decrease - Remove 5% rate increase		(1,580)
Worker's Comp Increase		1,380
Other Adjustments		2,460
Operational Expenditures		101,200
Transfer Out to Housing Sales Tax Project		151,800
City Arts Program		
Central Cost Allocation		40
City Arts Program - update population		2,360
ShoWare		
Property Insurance		153,950
IT Software Maintenance Allocation		(680)
Capital Repair and Replacements		445,000
Total Expenditures	7.0	\$ 4,199,330

ENTERPRISE FUNDS

The City’s enterprise funds include the Water, Sewer, Drainage and Solid Waste Utility Funds as well as the Golf Complex Fund. Enterprise funds are established for government operations that are financed and operated in a manner similar to business enterprises. The cost of providing the service to the general public is intended to be financed or recovered through user charges. The **Enterprise Funds Summary** table below lists each of the City’s enterprise funds and the operating expenditure budget associated with those funds.

ENTERPRISE FUND SUMMARY

	2023	2024	2024	2024	
	Adj Budget	Adopted	Proposed	\$ Change	% Change
Water Utility	\$32,767,620	\$35,027,600	\$36,182,480	\$1,154,880	3.3 %
Sewer Utility	39,108,990	38,471,960	40,708,470	2,236,510	5.8
Drainage Utility	31,591,100	28,666,630	29,049,410	382,780	1.3
Solid Waste Utility	932,240	874,800	931,700	56,900	6.5
Golf Complex	3,063,080	3,103,660	3,274,500	170,840	5.5
Total Expenditures	\$107,463,030	\$106,144,650	\$110,146,560	\$4,001,910	3.8 %

PROPOSED ENTERPRISE FUNDS—MAJOR CHANGES

Water Fund: Changes from the 2024 adopted budget total \$1,154,880 and reflect a 3.3 percent increase. Two three-year, term-limited positions have been added to the mid-biennium budget for succession planning, a Maintenance Worker 2 and a Utility Site and Process Control Manager. The Maintenance Worker 2 (\$120,110) will be trained and certified in operating Kent’s drinking water treatment systems prior to the retirement of two senior staff members, which will help the City stay in compliance with State requirements. The Utility Site and Process Control Manager position (\$177,530) will mostly be funded by the Water Fund, with a small portion allocated to the Sewer and Drainage Funds (\$221,930 total cost). This manager position will allow for overlap with the current incumbent prior to retirement which help with the transition of knowledge needed to successfully operate Kent’s complex infrastructure system. Also included in the budget adjustment is a \$700,000 increase in transfers out to capital projects.

Sewer Fund: The 2024 mid-biennium adjustment reflects a 5.8 percent increase in Sewer Fund expenditures. \$225,000 was added to the budget for King County Wastewater passthrough expenses. The budget adjustment also includes a \$1,785,000 transfer out of the Sewer Fund to the Linda Heights Pump Station project.

ENTERPRISE FUNDS

PROPOSED REVENUE CHANGES—ENTERPRISE FUNDS

	Proposed Increase/(Decrease)
Water Utility	
Interest Income	\$ 402,750
Water Sales Revenue	961,880
Sewer Utility	
Interest Income	58,160
Sewer Service Revenues	609,540
Drainage Utility	
Interest Income	287,200
Drainage Services Revenue	650,450
Solid Waste Utility	
Interest Income	5,420
Golf Complex	
Interest Income	(6,120)
Golf Range Fees	65,500
Long-Term Leases	7,800
Food Sales	3,500
Total Revenues	\$ 3,046,080

PROPOSED EXPENDITURE CHANGES—ENTERPRISE FUNDS

	FTE	Proposed Increase/(Decrease)
Water Utility		
Salaries & Benefits		
Wage Increases - CPI and union contracts		\$ 78,400
Medical Decrease - Remove 5% rate increase		(120,610)
Worker's Comp Increase		460
Other Adjustments		(15,770)
Allocations		
Central Cost		(28,710)
Fuel		(4,870)
GIS		(118,280)
IT		(5,450)
Liability Insurance		(68,900)
Multimedia		30
Property Insurance		69,590
Engineering		88,530
Utility Clearing		157,780

ENTERPRISE FUNDS

	FTE	Proposed Increase/(Decrease)
Utility Taxes		125,040
Maintenance Worker 2 Term-Limited Position	1.0	120,110
Utility Succession Manager Term-Limited Position	0.8	177,530
Transfers to Projects		700,000
Sewer Utility		
Salaries & Benefits		
Wage Increases - CPI and union contracts		148,620
Medical Decrease - Remove 5% rate increase		(34,420)
Worker's Comp Increase		1,300
Other Adjustments		17,430
Allocations		
Central Cost		(20,960)
Fuel		900
GIS		(18,560)
IT		2,890
Liability Insurance		(83,910)
Property Insurance		860
Engineering		73,430
Utility Clearing		58,820
Utility Taxes		57,910
King County Passthrough		225,000
Utility Succession Manager Term-Limited Position	0.1	22,200
Transfer to Project		1,785,000
Drainage Utility		
Salaries & Benefits		
Wage Increases - CPI and union contracts		201,280
Medical Decrease - Remove 5% rate increase		(55,110)
Worker's Comp Increase		5,810
Other Adjustments		9,110
Allocations		
Central Cost		(31,890)
Facilities		3,630
Fuel		(27,220)
GIS		(118,280)
IT		(10,340)
Liability Insurance		39,270
Multimedia		770
Property Insurance		8,270
Engineering		90,250
Utility Clearing		118,190
Utility Taxes		126,840
Utility Succession Manager Term-Limited Position	0.1	22,200

ENTERPRISE FUNDS

PROPOSED EXPENDITURE CHANGES—ENTERPRISE FUNDS

	FTE	Proposed Increase/(Decrease)
Solid Waste Utility		
Salaries & Benefits		
Wage Increases - CPI and union contracts		7,750
Medical Decrease - Remove 5% rate increase		(1,310)
Worker's Comp Increase		270
Other Adjustments		520
Allocations		
Central Cost		(150)
IT		(3,010)
Utility Clearing		52,830
Utility Clearing		
Salaries & Benefits		
Wage Increases - CPI and union contracts		461,080
Medical Decrease - Remove 5% rate increase		(48,930)
Worker's Comp Increase		3,180
Other Adjustments		27,810
Allocations		
Central Cost		(44,710)
Facilities		36,540
Fuel		(1,750)
GIS		(8,190)
IT		(32,680)
Liability Insurance		310,350
Multimedia		520
Utility Clearing		(703,220)
Golf Complex		
Salaries & Benefits		
Wage Increases - CPI and union contracts		83,290
Medical Decrease - Remove 5% rate increase		2,410
Worker's Comp Increase		(1,410)
Other Adjustments		5,580
Allocations		
Central Cost		(6,220)
Facilities		11,130
Fuel		2,810
IT		(3,420)
Liability Insurance		4,860
Multimedia		260
Property Insurance		2,280
Other Expenditures		69,270
Total Expenditures	2.0	\$ 4,001,910

INTERNAL SERVICE FUNDS

Internal Service Funds are established for those operations which provide services to the operating funds of the City of Kent on a cost reimbursement basis. These funds, like Enterprise Funds, are financed and operated in a manner similar to a business enterprise except with the users being other City funds. The **Internal Service Funds Summary** chart below lists the City's Internal Service Funds and their associated operating expenditure budgets for the next biennium.

INTERNAL SERVICE FUND SUMMARY

	2023	2024	2024	2024	
	Adj Budget	Adopted	Proposed	\$ Change	% Change
Fleet Services	\$11,939,000	\$7,255,600	\$7,410,190	\$154,590	2.1 %
Central Stores	375,610	383,670	383,640	(30)	(0.0)
Information Technology	12,091,580	12,472,820	11,745,100	(727,720)	(5.8)
Multimedia	1,101,370	1,119,250	1,126,860	7,610	-
Facilities	8,401,690	7,558,470	8,941,880	1,383,410	18.3
Unemployment	206,990	207,250	226,640	19,390	9.4
Workers Compensation	2,387,570	2,670,670	3,283,180	612,510	22.9
Health & Wellness	15,893,380	16,530,970	16,784,980	254,010	1.5
Liability Insurance	4,617,120	5,058,720	6,006,330	947,610	18.7
Property Insurance	915,820	1,001,100	1,334,190	333,090	33.3
Total Expenditures	\$57,930,130	\$54,258,520	\$57,242,990	\$2,984,470	5.5 %

PROPOSED INTERNAL SERVICE FUNDS—MAJOR CHANGES

Fleet Fund: The 2024 mid-biennium adjustment includes \$69,450 for a Fleet Key Box System pilot program. This system will gather data needed to better analyze the utilization of vehicles and construction equipment, as well as automate motor pool vehicle reservations, automate billing and reporting, and provide data to help right size the fleet. One key box system will be located at the shops and the other will be located at the Centennial Center.

Information Technology Fund: The overall decrease from the 2024 adopted budget is (\$727,720) and is comprised largely of two major changes: a (\$557,860) net reduction to digital services and maintenance contracts, as well as the moving of the GIS division from the IT department to Public Works department (\$417,450). These decreases are partially offset by increases of \$214,030 in salaries and benefits and \$94,860 in costs related to the ongoing computer refresh and Police MDC refresh.

Facilities Fund: The 2024 mid-biennium adjustment reflects a 18.3 percent increase in expenditures. The liability insurance contribution was updated to reflect a 12.5 percent rate increase and expenses were redistributed among departments based on employee hours and liability claims experience rating as defined in the actuary report, which resulted in a \$104,900 increase to the Facilities Fund.

INTERNAL SERVICE FUNDS

The property insurance contribution increased by \$142,510 due to an increase in property insurance rates. Also included in this budget is \$42,000 (\$30,000 one-time, \$12,000 ongoing) for the Parks Stormwater Management Program. The program is required and intends to reduce pollutant runoff from municipal operations. An increase of \$946,400 is included in the budget adjustment for transfers out to lifecycle projects.

Workers Comp Insurance Fund: The 2024 mid-biennium adjustment includes a \$607,670 increase for judgment claims expenditures and the ultimate loss adjustment. The total increase in expenditures is offset by a 48 percent increase in department contributions.

Health & Wellness Fund: Forty percent of the Human Resources Benefits Division salaries and benefits were shifted to this fund, which resulted in a \$259,860 increase in expenditures.

Liability Insurance Fund: The 2024 mid-biennium adjustment includes a \$944,420 increase for judgment claims expenditures and the ultimate loss adjustment. The total increase in expenditures is offset by a 12.5 percent increase in department contributions.

Property Insurance Fund: The 2024 mid-biennium adjustment includes a \$332,320 increase for property insurance premiums. The total increase in expenditures is offset by a 44 percent increase in department contributions.

Other changes are displayed in the *Proposed Revenue Changes—Internal Service Funds* table below and *Proposed Expenditure Changes—Internal Service Funds* table on the following page.

PROPOSED REVENUE CHANGES—INTERNAL SERVICE FUNDS

	Proposed Increase/(Decrease)
Fleet	
Interest Income	\$ 49,150
Fuel Contribution	(19,790)
Transfer In - Fleet Overhead Allocation	34,360
Information Technology	
Interest Income	\$ 25,200
Tech Fees	(9,000)
IT Allocations	(248,230)
GIS Allocation	(478,370)
Cell Phone Upgrades	60,000
Transfers In	
Cable Utility Tax	(120,450)
ARPA Funded Positions	42,470
Multimedia	
Department Allocations	7,610

INTERNAL SERVICE FUNDS

	Proposed Increase/(Decrease)
Facilities	
Interest Income	\$ 42,660
Facilities Allocation	394,240
Unemployment, Workers Comp, Liability and Property Insurance Insurance	
Interest Income	235,340
Unemployment Revenues	5,500
Workers Comp Revenues	827,860
Liability Insurance Allocation	497,760
Property Insurance Insurance Allocation	411,540
Total Revenues	\$ 1,757,850

PROPOSED EXPENDITURE CHANGES—INTERNAL SERVICE FUNDS

	FTE	Proposed Increase/(Decrease)
Fleet		
Salaries & Benefits		
Wage Increases - CPI and union contracts		\$ 63,610
Medical Decrease - Remove 5% rate increase		(7,000)
Worker's Comp Increase		490
Other Adjustments		3,010
Allocations		
Central Cost		(9,580)
Fuel		530
IT		(8,180)
Liability Insurance		43,010
Utility Clearing		19,040
Fuel		(54,150)
Transfer Out for Overhead		34,360
Fleet Key Box System		69,450
Central Stores		
Central Cost Allocation		(30)

INTERNAL SERVICE FUNDS

PROPOSED EXPENDITURE CHANGES—INTERNAL SERVICE FUNDS

	FTE	Proposed Increase/(Decrease)
Multimedia		
Salaries & Benefits		
Wage Increases - CPI and union contracts		40,180
Medical Decrease - Remove 5% rate increase		(16,520)
Worker's Comp Increase		130
Other Adjustments		3,410
Allocations		
Central Cost		(3,670)
Facilities		3,440
IT		(1,850)
Liability Insurance		(17,520)
Multimedia		10
Information Technology		
Salaries & Benefits		
Wage Increases - CPI and union contracts		218,420
Medical Decrease - Remove 5% rate increase		(7,290)
Worker's Comp Increase		1,580
Other Adjustments		1,320
Allocations		
Central Cost		(22,780)
Facilities		1,000
GIS		(12,490)
IT		(3,180)
Liability Insurance		(83,910)
Multimedia		60
Move GIS Division from IT to PW	(2.0)	(417,450)
Maintenance Contracts		(485,040)
Digital Products		(72,820)
Cell Phone Upgrades		60,000
Transfers Out		
Computer Refresh Project		29,270
MDC Refresh Project		65,590

INTERNAL SERVICE FUNDS

PROPOSED EXPENDITURE CHANGES—INTERNAL SERVICE FUNDS

	FTE	Proposed Increase/(Decrease)
Facilities		
Salaries & Benefits		
Wage Increases - CPI and union contracts		93,310
Medical Decrease - Remove 5% rate increase		(660)
Worker's Comp Increase		27,260
Other Adjustments		1,790
Allocations		
Central Cost		(15,780)
Fuel		(2,460)
IT		(15,940)
Liability Insurance		104,900
Multimedia		80
Property Insurance		142,510
Building Maintenance		60,000
Stormwater Management Program		42,000
Transfers Out for Lifecycle Projects		946,400
Unemployment, Workers Comp, Health & Wellness, Liability and Property Insurance Insurance		
Salaries & Benefits Adjustments		
Move 40 percent of Benefits Division to Health & Wellness Fund		259,860
Other Salaries & Benefits Adjustments		15,720
Allocations		
Central Cost		(9,550)
IT Digital Allocation		(2,400)
Multimedia		(30)
Unemployment Costs		18,600
Workers Compensation judgments and loss adjustment		607,670
Liability Insurance judgments and loss adjustment		944,420
Property Insurance Insurance premiums		332,320
Total Expenditures	(2.00) \$	2,879,540

CAPITAL PROGRAM

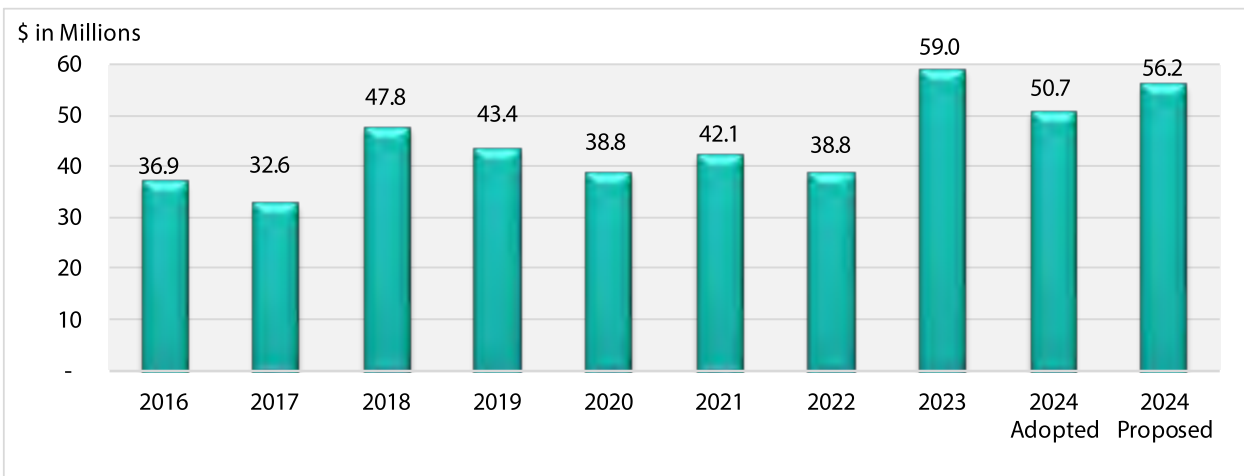
The 2024 budget includes significant investments to address the City’s capital needs. The planned investment of \$56,167,390 is fully funded and incorporated in the City’s six-year Capital Improvement Program. The Capital Improvement Program is one of the elements of the City’s Comprehensive Plan required by Washington’s Growth Management Act (GMA). The GMA requires governments to identify the public facilities required to address expected growth, without decreasing current service levels below locally established minimum standards. Further, the GMA requires that capital projects included in the plan be financially feasible or, in other words, dependable revenue sources must equal or exceed costs. If the costs exceed revenue, the City must either reduce its level of service requirement or reduce costs by implementing non-capital alternatives or other methods to bring costs in alignment with available resources.

The **Capital Projects** table below reflects the previously adopted and proposed capital investment by function for 2024 and the **Capital Investments** graph shows the total capital investment City-wide for the past decade.

CAPITAL PROJECTS

	2024 Adopted	2024 Proposed
Utilities	\$ 16,795,000	\$ 19,280,000
Streets	8,215,810	8,215,810
Parks	4,982,500	6,040,500
Facilities	17,098,170	18,244,570
Information Technology	3,301,780	3,616,510
accesso ShoWare Center	325,000	770,000
Total Capital Projects	\$ 50,718,260	\$ 56,167,390

CAPITAL INVESTMENTS



CAPITAL PROGRAM

Funding for capital projects generally come from five major categories:

- ◆ **Taxes/Fees:** This source includes non-dedicated taxes such as property tax and sales tax, and dedicated taxes such as real estate excise tax, as well as impact and other fees paid by developers.
- ◆ **User Fees:** This revenue source represents fees paid for specific services provided by the government. These monies are restricted and must be used to support the service for which they were collected. Examples include utility fees (water, sewer, drainage) and golf course fees.
- ◆ **Grants and Contributions:** This source includes federal, state, county and other contributions for specific qualified projects.
- ◆ **Bonds:** Bonds are interest bearing debt issued by the City for a specific purpose. Bonds require a formal and on-going payback source to make debt service payments.
- ◆ **Intergovernmental Loans:** This category represents loans from one department to another. Like bonds, these loans are interest bearing and require a formal payback source and schedule.

The capital planning process must include a reasonable determination of future operating impacts, i.e. on-going maintenance, custodial services, utility costs, etc. It is necessary for the City to plan on these types of costs to ensure that operating funding is available to be budgeted and expended in future years.

Previously adopted and proposed capital projects for 2024 are listed on the following pages.

CAPITAL PROGRAM

CAPITAL ADDITIONS—UTILITIES

Water	2024 Adopted	2024 Proposed
2024 Watermain		\$ 400,000
212th Treatment Plant Improvements		400,000
228th-Central-88th Waterline	1,000,000	
590 Zone Transmission (EH 640 PZ)	980,000	980,000
Clark & Kent Springs Chlorination Improvements	350,000	350,000
Miscellaneous Water	500,000	800,000
PLC Upgrades	35,000	35,000
Reservoir Recoating	500,000	500,000
Rock Creek Mitigation Projects	500,000	500,000
Security Improvements per VA	50,000	50,000
SR516/Covington Way - CSTM&KSTM	500,000	
Tacoma Intertie - Ongoing Capital	50,000	50,000
Transmission Easements	50,000	50,000
UPRR Hanger Replacement		50,000
Wapato Creek 509 Alexander Avenue		50,000
Watermain Replacements/Repairs	535,000	1,535,000
Well Rehabilitation	200,000	200,000
West Hill Booster Pump Station	1,400,000	1,400,000
West Hill Transmission Main	1,650,000	1,650,000
Total Expenditures	\$ 8,300,000	\$ 9,000,000

Sewer	2024 Adopted	2024 Proposed
Horseshoe Acres Pump Station	\$ 1,000,000	\$ 1,000,000
Linda Heights Pump Station		1,785,000
Miscellaneous Pump Station Rehab	75,000	75,000
Miscellaneous Sewer	500,000	500,000
Sewer Main Replacements/Relining	140,000	140,000
Sewer Root Maintenance	50,000	50,000
Total Expenditures	\$ 1,765,000	\$ 3,550,000

CAPITAL PROGRAM

CAPITAL ADDITIONS—UTILITIES

Drainage	2024 Adopted	2024 Proposed
81st Avenue Pump Station	\$ 600,000	\$ 600,000
Drainage Property Maintenance	200,000	200,000
GRNRA Pump Station North	2,575,000	
GRNRA Security & Maintenance	50,000	50,000
Mill Creek Culvert Maintenance	250,000	250,000
Mill Creek Rehabilitation	1,705,000	4,280,000
Miscellaneous Environmental Projects	50,000	50,000
Miscellaneous Drainage	300,000	300,000
Pipe Replacements/Relining	1,000,000	1,000,000
Total Expenditures	\$ 6,730,000	\$ 6,730,000

CAPITAL ADDITIONS—TRANSPORTATION

Annual Capital Resources Fund Allocation	2024 Adopted	2024 Proposed
In-house Overlays	\$ 250,000	\$ 250,000
Street Contracted Projects	750,000	750,000
Meet Me on Meeker 64th Avenue	1,000,000	1,000,000
Mill Creek at 76th Avenue Flood Prevention	1,500,000	1,500,000
SR 509 - Stage 1b - SR 516 Interchange Auxiliary Lane	250,000	250,000
SR 509 - Stage 2 - Southbound Auxiliary Lane	250,000	250,000
City Safety Transportation Program	120,000	120,000
Total Expenditures	\$ 4,120,000	\$ 4,120,000

The total proposed amount of the annual Capital Resources Fund allocation allocated to transportation is \$4,120,000 in 2024. In addition to the capital projects noted above, Capital Resource funding is provided in the Street Operating Fund for the lifecycle and operating programs shown in the following table.

Street Operating Fund - Annual CRF Allocation	2024 Adopted	2024 Proposed
Unallocated Capital	\$ 200,000	\$ 200,000
Total Expenditures	\$ 200,000	\$ 200,000

CAPITAL PROGRAM

CAPITAL ADDITIONS—TRANSPORTATION

Other Funding Sources	2024 Adopted	2024 Proposed
Residential Street Contracted	\$ 3,704,000	\$ 3,704,000
LID Funded Projects	191,810	191,810
Total Expenditures	\$ 3,895,810	\$ 3,895,810

CAPITAL ADDITIONS—PARKS

Annual Capital Resources Fund Allocation	2024 Adopted	2024 Proposed
Canterbury Park Improvements	\$ 100,000	\$ -
Commons Neighborhood Park Improvements		100,000
Clark Lake Park Phase 1 Development	500,000	500,000
Downtown Parks Improvements		250,000
Eastridge Park Renovation	150,000	150,000
Hogan Park at Russell Road Phase 2 Renovation	250,000	250,000
KVLT - Old Fishing Hole Improvements	250,000	
KVLT - Meeker Parking Lot	255,000	255,000
Mill Creek Canyon/Earthworks Park Improvements	750,000	500,000
Mill Creek Canyon Trail Renovation	250,000	250,000
Park Land Acquisition Account	250,000	250,000
Park Planning and Design (Masterplan/Architect)	50,000	50,000
Springwood Park		250,000
Total Expenditures	\$ 2,805,000	\$ 2,805,000

Other Funding Sources	2024 Adopted	2024 Proposed
Garrison Park Improvements	\$ 250,000	\$ 1,000,000
Hogan Park at Russell Road Phase 2 Renovation	100,000	100,000
Kiwanis Tot Lot #4 Renovation		30,000
KVLT - Meeker Parking Lot	100,000	100,000
North Meridian Park Redevelopment	200,000	200,000
Park Operations Lifecycle	500,000	500,000
Park Planning and Development Operating	892,500	920,500
Springwood Park		250,000
Unallocated Golf Projects	135,000	135,000
Total Expenditures	\$ 2,177,500	\$ 3,235,500

CAPITAL PROGRAM

CAPITAL ADDITIONS—INFORMATION TECHNOLOGY

Annual Capital Resources Fund Allocation	2024 Adopted	2024 Proposed
HLC - Server Replacement	\$ 60,000	\$ 60,000
HLC - Telephony	60,000	60,000
HLC - Wireless Infrastructure Refresh	30,000	30,000
HLC - Data Center	100,000	100,000
HLC - Network Refresh	70,000	70,000
HLC - Security	153,000	153,000
HLC - Storage Expansion	30,000	30,000
HLC - UPS	30,000	30,000
HLC - Virtualization Infrastructure Refresh	100,000	100,000
SLC - Administration System Replacement Reserves	170,000	134,000
SLC - IT System Replacement Reserves	150,000	150,000
SLC - Law System Replacement Reserves	50,000	50,000
SLC - Police System Replacement Reserves	130,000	130,000
SLC - Human Resources System Replacement Reserves	70,000	70,000
SLC - Finance System Replacement Reserves	100,000	100,000
SLC - PRCS System Replacement Reserves	100,000	100,000
SLC - Public Works System Replacement Reserves	150,000	150,000
SLC - Court System Replacement Reserves	50,000	50,000
SLC - Economic Development System Replacement Reserves	80,000	80,000
Total Expenditures	\$ 1,683,000	\$ 1,647,000

Other Funding Sources	2024 Adopted	2024 Proposed
MDC Refresh	\$ 100,000	\$ 165,590
Computer Refresh	263,220	292,490
Aerial Imagery Data Refresh	85,000	
B&O and Business License Enhancements	175,280	186,790
eConnect Replacement		36,000
Internet Infrastructure Assessment and Upgrade	275,000	275,000
Intranet Redesign		225,000
JDE Replacement	250,000	250,000
Laserfiche Integrations		76,840
Laserfiche Stabilization	45,000	45,000
Tiburon Replacement - JMS		38,400
Tiburon Replacement - RMS		38,400
Web Application Firewall		90,000
ZTA Program - Privileged Access Management Solution	250,000	250,000
Unallocated IT Projects	175,280	
Total Expenditures	\$ 1,618,780	\$ 1,969,510

CAPITAL PROGRAM

CAPITAL ADDITIONS—OTHER

accesso ShoWare Center	2024 Adopted	2024 Proposed
Miscellaneous Projects	\$ 325,000	\$ 770,000
Total Expenditures	\$ 325,000	\$ 770,000

Facilities	2024 Adopted	2024 Proposed
Access Control	\$ 25,000	\$ -
Closed Circuit TV (CCTV)		10,000
City Buildings - Exterior Painting	202,100	50,000
Elevator Modernization		30,000
Emergency Repairs	123,000	600,500
Facilities Reinvestment Fund	5,000,000	5,000,000
Fire Alarm Upgrades	50,000	50,000
Floor Covering Replacements	120,000	
Furniture, Fixtures and Equipment	100,000	50,000
HVAC Replacements	400,000	650,000
Kent East Hill Operations Center Phase 2	10,285,570	10,285,570
Kent Police Department Facility Upgrade	350,000	350,000
Kitchen Equipment	25,000	225,000
Parking Lots Repair	7,500	10,000
Police Firing Range Upgrades	350,000	350,000
Public Building Major Maintenance	60,000	63,500
Roof Repairs		320,000
Security Camera Upgrades		200,000
Total Expenditures	\$ 17,098,170	\$ 18,244,570

DEBT SERVICE

Debt Service Funds account for the accumulation of resources for and the payment of general long-term and special assessment debt principal and interest. The appropriations authorized for these funds are determined by the debt payment schedules contained in the Council approved bond issues and cannot legally be altered by legislative action. As such, debt service payments are the first budget priority for funding.

DEBT SERVICE FUND SUMMARY

	2023	2024	2024	2024	
	Adj Budget	Adopted	Proposed	\$ Change	% Change
Non-Voted Debt Service	\$8,259,280	\$7,813,060	\$7,813,060	\$ -	- %
Special Assessments	201,900	198,030	191,810	(6,220)	(3.1) %
Total Expenditures	\$8,461,180	\$8,011,090	\$8,004,870	(\$6,220)	(0.1) %

ARPA—CORONAVIRUS RECOVERY FUNDS

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), established by the American Rescue Plan Act (ARPA) of 2021, will provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments throughout the County to respond to the COVID-19 emergency. These funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout and lay the foundation for a strong and equitable recovery. The City was awarded \$28.17 million in grant funding, with 50 percent received in June 2021 and the balance in June 2022. All funds must be obligated within the statutory period between March 3, 2021 and December 31, 2024, and expended to cover such obligations by December 31, 2026.

In June of 2021, the Council adopted the American Rescue Plan Act Framework Committee’s recommendation to use \$10 million to backfill revenue losses and then invest one half of the remaining dollars in one-time economic development programs, one quarter in one-time human services and equity programs, and one quarter in infrastructure projects. The 2024 adopted budget included ARPA expenditures totaling \$2,230,040, the mid-biennium adjustment increases the total to \$2,815,820 in expenditures.

Treasury rules allow recipients to use ARPA funds for payroll and covered benefits associated with the recipient increasing its number of budgeted FTEs up to 7.5 percent above its pre-pandemic employment baseline. Due to updated guidance from Treasury and a shifting of priorities, these positions will only be funded by ARPA through 2024. A total of fifteen positions will be funded by ARPA in 2024 and are displayed in the **ARPA Funded Positions** table on the following page.

A summary of the budgeted expenditures by year can be found on pages 126-127 of the Budget By Fund section.

ARPA—CORONAVIRUS RECOVERY FUNDS

ARPA FUNDED POSITIONS

	FTEs Funded in 2024	Years Funded by ARPA
Administration		
Race & Equity Coordinator (Term-Limited)	1.0	2022 - 2024
Executive Assistant/Management Analyst	1.0	2023 - 2024
Human Resources		
HR Analyst (Term-Limited)	-	2023
Information Technology		
GIS Analyst (Term-Limited)	1.0	2022 - 2024
Network Security Engineer (Term-Limited)	1.0	2022 - 2024
Senior Applications Developer (Term-Limited)	1.0	2023 - 2024
Technical Lead (Term-Limited)	1.0	2023 - 2024
Parks, Recreation & Comm Svcs		
Human Services Planner (Term-Limited)	-	2022 - 2023
Maintenance Worker 2	1.0	2023 - 2024
Senior Center Coordinator (Term-Limited)	1.0	2023 - 2024
Volunteer Coordinator	1.0	2023 - 2024
Police		
Business Systems Analyst	1.0	2023 - 2024
Corrections Officer	1.0	2023 - 2024
Evidence Supervisor/Technician	1.0	2023 - 2024
Records Specialist	1.0	2023 - 2024
Public Works		
Maintenance Worker 2 - Litter Strike Team (Term-Limited)	2.0	2023 - 2024
Total FTEs by Dept	15.0	

BUDGET FRAMEWORK

The Budget Framework section describes the processes, policies and fund structure that govern the budgeting process.

Budget Process Overview.....	66
Budget Process Flowchart.....	67
Budget Timeline.....	68
Budget Calendar.....	69
Financial Policies.....	71
Fund Structure Graphic.....	78
Fund Structure Descriptions.....	79
Department/Fund Matrix.....	83

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BUDGET PROCESS

OVERVIEW

Budgets serve as control mechanisms in the operations of governmental units. Legal budgetary (expenditure) control in the City of Kent is maintained at the fund level. Administration can amend budgets, with no overall dollar increase between departments, within a fund. Supplemental appropriations that amend total expenditures, or in the case of Proprietary Funds amend working capital, require a City Council ordinance. All operating budgets lapse at year end.

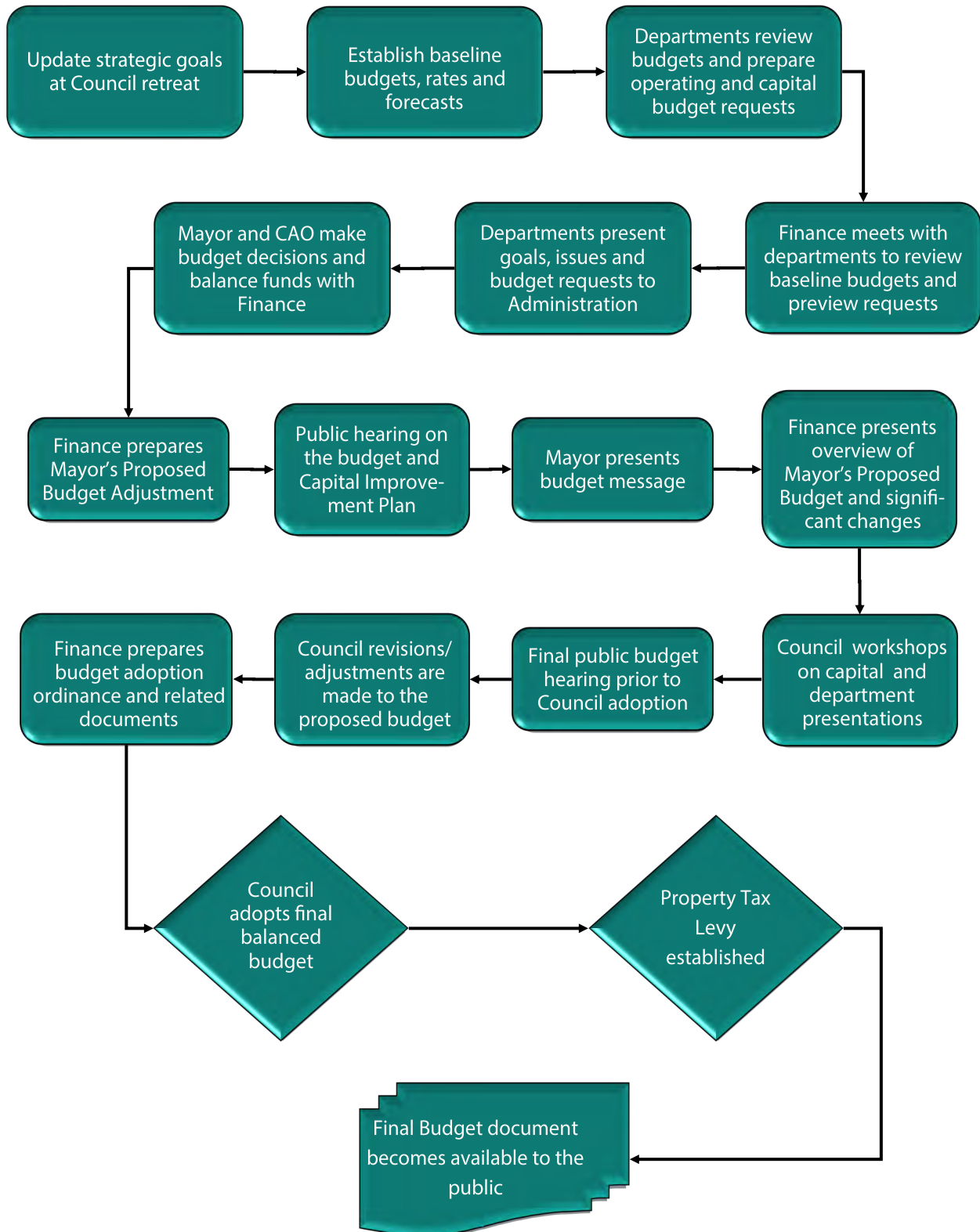
The General and Special Revenue funds control expenditures with a legal annual budget at the fund level. Debt Service funds operate under the control of the bond indentures which established them. Capital Projects funds operate under the control of total project authorization, rather than the annual budget. Proprietary funds control expenditures with a flexible budget whereby the expenditure increases must be offset by increased resources. Though budgetary control is at the fund level, budget and actual information is maintained by project, organization, program and object. Both budget and actual information is presented on a GAAP (Generally Accepted Accounting Principles) basis of accounting, when presented by fund.

The City must adopt its budget by the end of December of the preceding fiscal year. This usually follows several months of analysis by staff and City Council. The first step involves the establishment of the baseline budget required to carry existing programs into the next year. The second step involves the development of issues impacting the next year and beyond and their prioritization by City Council. The emphasis is placed on the General and Special Revenue funds since the operation of other funds are tied to ordinances, contractual agreements or separately established rate structures. Once the baseline operations have been reviewed and adjusted based on administrative policy, program expansion or reduction is included to the level of projected available resources after the establishment of sufficient fund balances.

After the Mayor's Proposed Budget is presented, the City Council spends approximately eight weeks reviewing it. Public meetings are held to gather input from residents and businesses. When the budget review and final adjustment period is complete, a balanced budget as required by state law is adopted by ordinance. After adoption, periodic budget adjustments that affect total fund expenditures are made as approved by City Council and are formalized by ordinance on a quarterly basis.

BUDGET PROCESS

BUDGET FLOW CHART



BUDGET PROCESS

BUDGET TIMELINE

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Council Workshop - 2024 Mid-Biennium Process					→							
Finance reviews baseline budget					→							
Finance informational meetings with Mayor and CAO					→	→						
Budget Kickoff with Departments					→							
Departments review baseline budgets, update 6-year capital plan, identify critical emerging needs, prepare operating and capital requests w/6-year capital plan					→							
Department request presentations, discussion, and direction at ELT Retreat							→					
Finance meets with Mayor and CAO to review requests, make decisions and balance funds								→				
Finance prepares the Mayor's Proposed Budget								→				
Public Hearing on 2024 Budget Adjustment and 2024-2029 Capital Improvement Plan (CIP)								→				
Mayor presents budget message; Finance presents overview of Mayor's proposed budget and significant changes								→				
Public Hearing on 2024 Property Tax Levy, 2024 Budget Adjustment and 2024-2029 CIP									→			
Council Workshop - department presentations, capital, questions and discussion										→		
Council Workshop - final decisions										→		
Finance prepares budget adoption and related documents										→		
Operating & Public Safety Committee - budget recommendation											→	
Council Meeting - 2024 Property Tax Levy, and 2024 Budget Adjustment are adopted by ordinance											→	

BUDGET CALENDAR

BUDGET CALENDAR

COUNCIL WORKSHOP	May 7
2024 Mid-Biennium Process	
MEETINGS WITH MAYOR/CAO	Apr-Aug
Finance informational meetings with Mayor and CAO	
BUDGET KICK OFF MEETING	June 15
Mayor, CAO, Finance Director provides budget instructions to departments	
DEPARTMENTS REVIEW ADOPTED BUDGET	June 19— Aug 4
Review and adjust baseline budgets	
Update capital requests and 6-year capital plan	
Identify critical emerging needs	
ELT RETREAT / DEPARTMENT PRESENTATIONS	Aug 3
Department presents issues and operating budget requests	
BUDGET and CAPITAL BALANCING/DECISIONS	Aug 9–Sep 7
Finance meetings with Mayor and CAO to review budget requests, capital investment strategy, make decisions and balance funds	
FINAL BALANCING/DECISIONS	Sep 8
FINANCE PREPARES MAYOR’S PROPOSED BUDGET ADJUSTMENT	Sep 11-Sep 22
COUNCIL MEETING	Sept 19
1st Public Hearing—2024 Budget	
COUNCIL MEETING (Special Meeting)	Sep 26
Mayor’s Budget Message	
COUNCIL WORKSHOP (Special Meeting)	Sep 26
Overview of Mayor’s Proposed Budget	
COUNCIL WORKSHOP	Oct 3
COUNCIL MEETING	Oct 3
1st Public Hearing—2024-2029 CIP	

BUDGET CALENDAR

COUNCIL WORKSHOP	Oct 17
COUNCIL MEETING	Oct 17
Public Hearing – 2024 Property Tax Levy	
2 nd Public Hearing – 2024 Budget and 2024-2029 CIP	
PREPARE BUDGET ADOPTION AND RELATED DOCUMENTS	Oct 18-31
OPERATIONS AND PUBLIC SAFETY COMMITTEE MEETING	Nov 7
Budget Review and Recommendation	
COUNCIL MEETING	Nov 21
Adoption of the 2024 Property Tax Levy	
Adoption of the 2024 Mid-Biennium Budget Adjustment	
Amend Comp Plan for 2024-2029 Capital Improvement Plan	

FINANCIAL POLICIES

The budget process is part of an overall policy framework that guides the services and functions of the City. The budget serves a key role in that policy framework by allocating financial resources to programs which implement the City's overall goals and policies.

The City's core policy document is the Comprehensive Plan. This plan sets the basic vision for the development of the City and establishes policies and programs intended to achieve that vision. The plan is further articulated by a series of planning elements, including capital improvement (such as street and utility plans), policy elements (such as housing plans and economic development programs) and regulatory measures. Per state law, the Comprehensive Plan is reviewed and amended as those policies and programs change.

In addition, the City has adopted formal financial policies. These policies are designed to ensure fiscal stability and to provide guidance for the development and administration of the annual operating and capital budgets. The following pages contain policy frameworks in these areas:

- ◆ Revenue
- ◆ Expenditure
- ◆ Fund Balance Reserves
- ◆ Debt Management
- ◆ Investment

REVENUE POLICIES

User Charges Related to Costs—The City will review fees and charges on a periodic basis and will modify charges to adequately keep pace with increasing costs of providing services.

User Charges and Taxes Related to Market Rates—The City will consider its user charges and its tax rates in connection with those of neighboring communities and similar service providers, so that it will provide reasonable rates to maintain its advantage in the market place in attracting businesses and residences to the City of Kent.

Committed Special Revenue Funds—The City will maintain its practice of designating its street and capital improvement revenue sources including a percentage of its sales tax collections for the funding of its capital improvement program.

Reimbursements on a timely basis—Many grants occur on a cost reimbursement basis. To maximize the City's available investable funds, reimbursement should be pursued on a timely basis.

Aggressive Collection Effort—The City will follow an aggressive policy of collecting all monies due the City to the extent that the collection efforts remain cost effective.

FINANCIAL POLICIES

EXPENDITURE POLICIES

Structurally Balanced Budget—The City should adopt a budget in which ongoing revenues equal or exceed ongoing expenditures. One-time revenues should not be used to pay for recurring expenditures.

Conservative Expenditure Budgeting—The City will maintain its conservative expenditure budgeting with respect to budgeting existing full-time positions for a full year.

Program Reviews—The Mayor shall perform a periodic review of staff and programs of the City for both efficiency and effectiveness. Alternate methods of delivery will be evaluated for providing services. Programs that are determined to be inefficient, ineffective, or inconsistent with the City Council’s strategic goals shall be reduced in scope or eliminated.

Maintenance and Operational Planning—Maintenance of current assets shall take priority over new capital projects whenever possible. The City Council shall ensure that there are stable sources of revenue to fund ongoing maintenance of capital assets. Before any new capital asset is approved, staff shall present an estimate of the life cycle and maintenance cost. Such costs shall be included in the budgets for the following years. The City Council shall not approve of new capital projects unless there is funding for the ongoing maintenance of the asset. The City shall maintain an inventory of all City assets and costs of maintenance of those assets.

Self-Insurance Program—The City will maintain an actuarially sound self-insurance program for unemployment, worker's compensation, liability insurance and health insurance. All of the insurance programs are accounted for as separate cost centers within one parent insurance fund.

Self-Supporting Proprietary Funds—The City's water, sewer, drainage and golf course enterprise funds will be self-supporting along with its internal service funds. The cost of providing services is expected to be fully funded from charges for the service. If the funds produce a loss, rates will be adjusted to achieve, at minimum, a break-even status. If debt has been issued which requires a certain level of return, rates and charges will be adjusted to achieve those returns.

Equipment Replacement—The City will maintain a Fleet Services Fund adequately funded to replace a fleet of vehicles and other heavy equipment at their scheduled replacement time. Technology capital replacement shall be funded through departmental charges and other revenues sufficient to replace both hardware and software at the end of their useful life.

Capital Improvement Program—The City will update its capital facilities plan on an annual basis as required by the Growth Management Act. A preliminary plan will be established early in the budgeting process to serve as a guideline during the year, with a final amendment adopted with the adoption of the operating budgets to reflect the necessary changes in the City's Comprehensive Plan.

FINANCIAL POLICIES

FUND BALANCE RESERVES POLICY

Key concepts of the Fund Balance Reserves Policy are outlined below. This policy was adopted by Council on December 12, 2017.

The objective of this policy is to provide guidance for the establishment and continued maintenance of Fund Balance Reserves, including reserve amount, how the reserves will be funded and the conditions under which reserves may be used.

Targeted Fund Balances—Adequate fund balances are maintained to allow the City to continue providing services to the community in case of unexpected emergencies, unfunded mandates and/or economic downturns. They may also be used to meet seasonal cash flow shortfalls as needed. Targeted fund balances for key funds are as follows:

- ◆ General Fund: 18 percent of current-year budgeted expenses
- ◆ Street Fund: 16 percent of current-year budgeted expenses
- ◆ Capital Resources Fund: \$1,500,000
- ◆ Criminal Justice Fund: 16 percent of current-year budgeted expenses
- ◆ Utility Funds: 20 percent of current-year budgeted expenses
- ◆ Golf Fund: \$400,000 or 16 percent of current-year budgeted expenses, whichever is higher
- ◆ Workers Comp Fund: 70 percent confidence level as provided in the annual actuarial study for the fund
- ◆ Health Care/Benefits Fund: Twice the IBNR (Incurred But Not Reported) estimate per annual actuarial study for the fund or \$2,000,000, whichever is higher
- ◆ Liability Insurance Fund: 70 percent confidence level as provided in the annual actuarial study for the fund

General Fund—The City will strive to maintain a General Fund “Operating Reserve” with an upper goal of 18% of the adopted current-year budgeted General Fund expenditures, less any one-time items.

- ◆ The intent is to limit the use of unassigned General Fund balances to addressing unanticipated, non-recurring needs or known and planned future obligations.
- ◆ The Operating Reserve is intended to be a reserve for unexpected events, such as unfunded mandates, the failure to receive expected revenues, the continuance of critical services due to unanticipated events or to offset the unexpected loss of a significant funding source for the remainder of the fiscal year. Any use of the Operating Reserve that reduces the fund balance below the minimum required must include a repayment plan.
- ◆ Fund balances shall not normally be applied to recurring annual operating expenditures. Unassigned balances may, however, be used to allow time for the City to restructure its operations in a deliberate manner, but such use will only take place in the context of long-term financial planning.

FINANCIAL POLICIES

- ◆ Funds in excess of the reserves described may be considered to supplement “pay as you go” capital outlay and other one-time expenditures. These funds may not be used to establish or support costs that are recurring in nature.
- ◆ Unless otherwise noted, all parameters of the General Fund balance noted above are also applicable to all other fund balances.

Funding Reserves—Funding of reserve targets will generally come from excess revenues over expenses or one-time revenues.

Excess Reserves—Reserves for specific funds are restricted for the activities of that fund, with the exception of the General Fund, which can be used for any good governmental purpose. In the event fund reserves exceed the minimum balance requirements at the end of each fiscal year, any excess reserves may be used in the following ways:

- ◆ Fund accrued liabilities. Priority will be given to those items that relieve budget or financial operating pressure in future periods.
- ◆ Appropriated to lower the amount of bonds or contributions needed to fund capital projects in the City’s Capital Improvement Program.
- ◆ One-time expenses that do not increase recurring operating costs and that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs.
- ◆ Start-up expenses for new programs, provided that such action is approved by the City Council and is considered in the context of multi-year projections of revenue and expenses as prepared by the City’s Finance Department.

DEBT POLICY

Key concepts of the Debt Policy are outlined below. This policy was adopted by Council on December 12, 2017 and can be viewed in its entirety in the City’s Debt Manual, which is available online at <https://www.kentwa.gov/departments/finance>.

The objective of this policy is to provide general guidance for the issuance and management of all City debt and establish criteria to protect the City’s financial integrity while providing a mechanism to fund the City’s capital needs.

Debt Issuance

- ◆ Non-voted General Obligation Debt (also called councilmanic debt) shall not exceed 1.5 percent of assessed value.
- ◆ All City projects proposed to be financed through debt must have a full analysis of a) alternative methods of financing the projects, b) future operating and maintenance costs associated with the projects, including debt service expense, c) projected cash inflows which can reasonably be applied to reduce the amount being financed, and d) projected cash outflows for construction/equipment in order to ensure arbitrage compliance.

FINANCIAL POLICIES

- ◆ The City will, unless otherwise justified, use tax-exempt bond proceeds within the established time frame pursuant to the bond ordinance, contract or other document to avoid arbitrage.
- ◆ The City will maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the Internal Revenue Service (IRC148) regulation. Any rebate earning to the federal government will be remitted in a timely manner to preserve the tax-exempt status of the outstanding debt obligation.
- ◆ The City will repay principal plus interest in accordance with the payment terms of the bond or contract and comply with all bond or contract covenants.
- ◆ Debt cannot be issued for a longer maturity than a conservatively estimated useful life of the asset to be financed.
- ◆ The City will maintain good communications with bond rating agencies and investors about its fiscal condition and will provide full disclosure on financial reports and in disclosure documents.

Short-Term Debt

- ◆ The City may use short-term debt, defined as a period not to exceed three years, to fund cash flow needs. The City will not issue short-term debt for current operations.
- ◆ The City may issue interfund loans rather than issuing outside debt to meet short-term cash flow needs. The loaning fund must have excess funds available and the use of these funds will not impact the loaning fund current operations or constitute a permanent diversion of funds. All interfund borrowing will bear interest based upon at least the prevailing LGIP (Local Government Investment Pool) rate.
- ◆ The City's Finance Director has the authority to approve short-term interfund loans for a period not to exceed three calendar months. The Mayor has the authority to approve loans for a period not to exceed 12 calendar months.

Long-term Debt

- ◆ The City will issue long-term debt, defined as a period of time greater than three years, for capital projects, which cannot reasonably be financed on a pay-as-you-go funding strategy from anticipated cash flows.
- ◆ Acceptable uses of bond proceeds are one-time capital projects that can be capitalized and depreciated in accordance with GAAP. Refunding debt is also an acceptable use.
- ◆ The City may issue interfund loans rather than issuing outside debt instruments as a means of financing capital improvements. The loaning fund must have excess funds available and the use of these funds will not impact the loaning fund current operations or constitute a permanent diversion of funds. All interfund borrowing will bear interest based upon at least the prevailing LGIP (Local Government Investment Pool) rate.
- ◆ The City will not issue long-term debt for current operational needs.

FINANCIAL POLICIES

Refunding Debt—Refunding bonds are an acceptable use of bond proceeds provided that a) the net present value (NPV) of the savings is at least three percent and b) the final maturity date is not extended.

Debt Issuance Process

- ◆ The Finance Director will determine the method of sale best suited for each issue of debt
- ◆ All securities will be issued in compliance with state and federal legal and regulatory requirements
- ◆ For each issue, the City will evaluate the costs and benefits of bond insurance or other credit enhancements. Any credit enhancements must be competitively procured.
- ◆ Council approval is required prior to the issuance of debt, except where Council authority has been delegated in KCC 3.40.040

INVESTMENT POLICY

Key concepts of the Investment Policy are outlined below. This policy was adopted by Council on March 21, 2017 and can be viewed in its entirety in Chapter 3.02 of the Kent City Code (KCC).

The City will invest public funds in a manner that safeguards and protects the principal of the funds invested, provides liquidity in meeting daily cash flow and provides the highest return possible through budgetary and economic cycles.

Regulatory—All investment activity will be in compliance with RCW 35.39 Fiscal – Investment of Funds, RCW 39.59 Public Funds – Authorized Investments, and any other statutes or regulatory requirements which may apply, such as Internal Revenue Codes.

Scope—The City commingles its funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

Objectives

- ◆ **Safety**—Safety of principal is the foremost objective of the City's investment policy. Investments shall be made in a manner that mitigates credit and interest rate risk and seeks to ensure the preservation of capital in the overall portfolio.
- ◆ **Liquidity**—The City's investment portfolio will remain sufficiently liquid to enable the City to meet all reasonably anticipated operating requirements. This will be accomplished by either maintaining a portion of the portfolio in investment vehicles offering daily liquidity at face value or structuring the portfolio so that securities mature concurrently with cash needs to meet anticipated demands.
- ◆ **Return on Investment**—The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints, the cash flow characteristics of the portfolio, and earnings relative to the State of Washington LGIP. Return on investment is of lesser importance compared to safety and liquidity.

FINANCIAL POLICIES

Standards of Care and Ethics

- ◆ The “Prudent Person” standard of care will be used by investment officials, which requires that investments be made with judgment and care that a person of prudence, discretion and intelligence would exercise in the management of his or her own affairs.
- ◆ The overall investment program will be designed and managed with a degree of professionalism that is worthy of the public trust. Officers and employees involved in the investment process shall refrain from knowingly engaging in personal business activity that could conflict with proper execution of the investment program or that could impair their ability to make impartial investment decisions.

Delegation of Authority and Responsibilities—The City Council will retain ultimate fiduciary responsibility for the portfolio. The Finance Director (or his/her designee) is the Investment Officer of the City. Investment transactions can only be initiated with the express written consent of the Finance Officer. The City may engage the services of an external investment advisor to assist in the management of the investment portfolio in a manner consistent with the objectives.

Authorized Investments—The City is authorized to invest in various securities, including, LGIP, US Treasury Obligations, GSE-Agency Securities, Repurchase Agreements, Bankers’ Acceptance, Commercial Paper, Certificates of Deposit/Bank Deposits/Savings, Bonds of the State of Washington, General Obligation Bonds of Other States, Corporate Notes, and Supranational Bonds.

Diversification—The City will diversify its investment portfolio by institution, type of investment security and years to maturity shall be employed to avoid over-concentration in any of these areas, which reduces overall portfolio risks while attaining market average rates of return.

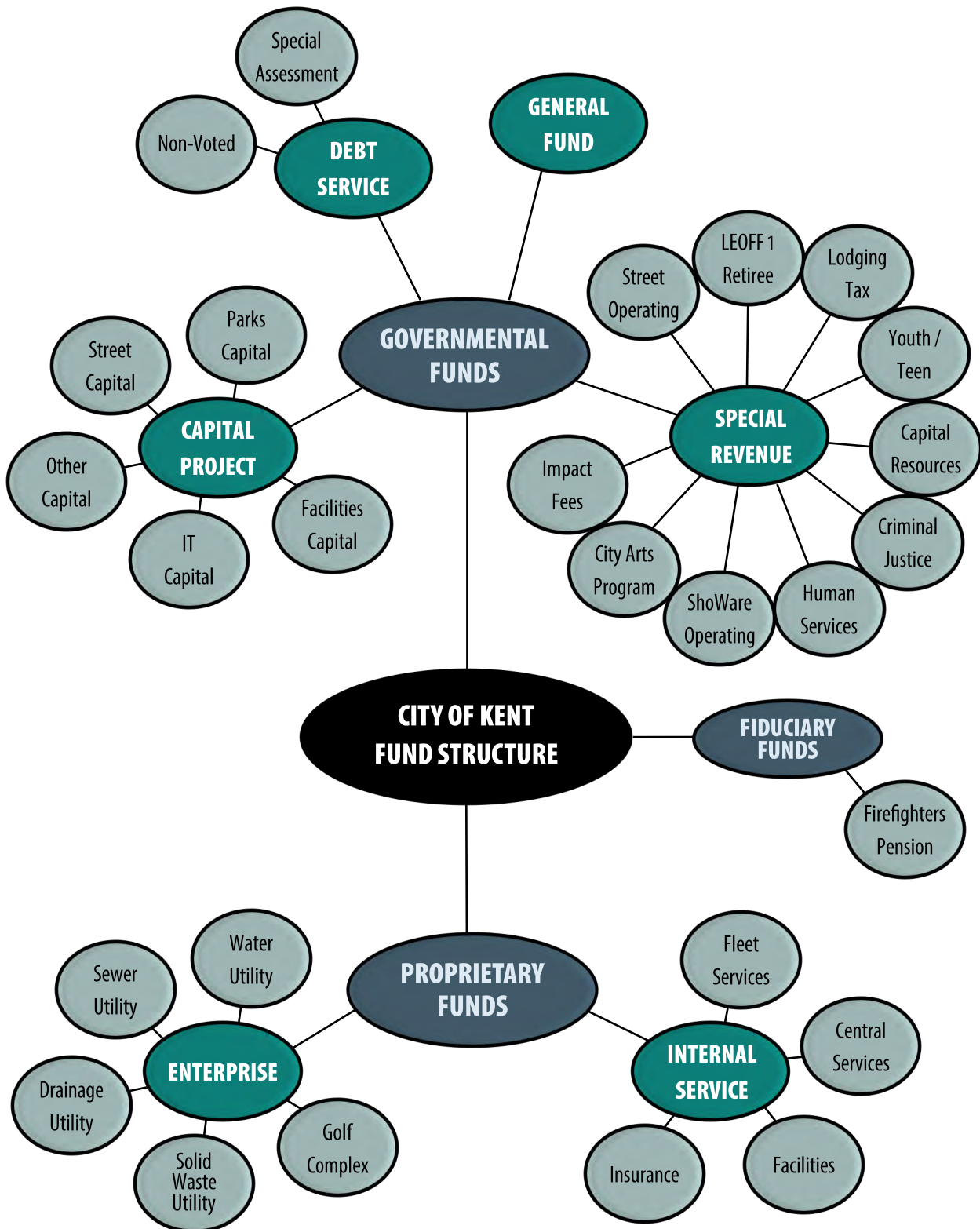
Maturities—The City will invest in securities with maturity dates five years from the date of purchase or less. An exception to the five-year maturity maximum is allowed if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds. The maximum weighted average maturity of the total portfolio shall not exceed three years. Liquidity funds will be held in the LGIP, bank deposits, or in short term instruments maturing six months or less. The investment portfolio will have securities that mature between one day and five years.

Collateralization—Collateralization is required on repurchase agreements at a level of 102 percent of market value of principal and accrued interest. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

Authorized Financial Dealers and Institutions—Banking transactions will be limited to designated banking relationships and will refer to the financial institutions list provided by the Public Deposit Commission of banks authorized to provide investment services. No public deposit shall be made except in a qualified public depository in the State of Washington. A current financial statement is required to be on file for each financial institution and broker/dealer in which the City invests. Electronic links and/or files are acceptable.

Advisory Investment Committee—An investment committee will be established consisting of the Mayor (or designee), Finance Director, Public Works Director and a member of the Council Operations Committee who shall be appointed by the Mayor to serve a two year term. The committee will meet quarterly and serve in a general review and advisory capacity.

FUND STRUCTURE



FUND STRUCTURE

As a government entity, the City of Kent operates its budget and accounting system based on a fund structure. Funds are established to segregate specific revenue to ensure their expenditure within applicable legal and contractual provisions. Revenues are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and the means by which the spending activities are to be controlled. The City of Kent operates with seven basic fund types, in which there may be one or more individual funds. The fund types, purpose and relationship to other funds are listed below.

FUND/PURPOSE

RELATIONSHIP TO OTHER FUNDS

GOVERNMENTAL FUNDS

General Fund

The General Fund is the principal operating fund of the City. It accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, sales and use taxes, utility taxes, business and occupation taxes, licenses and permits, state shared revenues, charges for services and other incomes. Primary expenditures are for general City administration, police, economic development and planning services, park maintenance, and cultural and recreational services.

The General Fund "buys" services from the Internal Service Funds: fuel and rental of vehicles from the Fleet Services Fund; supplies, postage, photocopy, printing and graphics, cable TV services, data processing and telephone services from the Central Services Fund; facility maintenance and operation services from the Facilities Fund; and insurance from the Insurance Fund. The General Fund also transfers funds to the Street Operating Fund to help cover transportation and street maintenance costs and may also fund selected projects.

Special Revenue Funds

Special Revenue Funds are used to account for specific revenue sources that would otherwise be accounted for in the General Fund, but for which there exists certain legal restrictions as to the use of certain revenues. The revenue is segregated into individual special revenue funds to ensure expenditure for a designated purpose. Principal sources of revenue are: state shared fuel tax, earmarked sales and utility taxes, criminal justice portion of sales and use tax, and community development block grant funds. A portion of these revenues are transferred to other funds for debt retirement, capital acquisition and specific purposes operations.

Taxes, fees, contributions and grants are collected in the Street Fund, LEOFF1 Retirees Fund, Lodging Tax Fund, Youth Teen Programs Fund, Capital Resources Fund, Criminal Justice Fund, Human Services Fund, Other Operating Projects Fund, ShoWare Operating Fund and Impact Fees Fund. Transfers from the Street and Capital Resources Funds are primarily to the Capital Project Funds or the Non-Voted Debt Service Fund.

FUND STRUCTURE

FUND/PURPOSE

Debt Service Funds

Debt Service Funds are used to account for the accumulation of resources to be used for the retirement of general long-term debt. The City has two types of general long-term debt for which resources are accumulated: general obligation long-term debt (voted, general obligation long-term debt and LTGO) and special assessment debt. Sources of revenue to fund the retirement of general obligation long-term debt are property taxes and transfers in from other funds. Special assessments are levied and received to retire special assessment debt.

Capital Projects Funds

Capital Projects Funds are used to account for the financing of major one-time only capital projects other than those financed by Proprietary Funds. Sources of revenue are: proceeds of debt issuance, grants and transfers from other funds.

PROPRIETARY FUNDS

Enterprise Funds

Enterprise Funds are used to account for the financing of services provided to the general public where all or most of the costs involved are paid for by user charges. Operations financed as enterprise funds are operated in a manner similar to private business enterprises. Kent's enterprise funds are funded through water, sewer, and drainage utility charges and recreational charges at the City's golf complex.

RELATIONSHIP TO OTHER FUNDS

The Debt Service Funds receive transfers from the Special Revenue Funds, Water Fund and Sewerage Funds to pay principal and interest on LTGO debt issues.

Transfers are received from Special Revenue and other funds as a partial source of funds needed to complete projects.

The Enterprise Funds "buy" services from the Fleet Services Fund for equipment rental and fuel; from the Insurance Fund for insurance needs; from the Central Service Funds for stores, telephone, postage, photocopying, printing and graphics, cable TV services, data processing and telecommunications; and from the Facilities Fund for facility maintenance and operation services. The Enterprise Funds also reimburse the General Fund for cost allocations for budgeting, accounting, human resource, legal and engineering costs which relate to Enterprise Funds. Other funds purchase utilities at the same rate as the general public.

FUND STRUCTURE

FUND/PURPOSE

Internal Service Funds

Internal Service Funds are used to account for the financing of specific services performed by designated organizations within the City for other organizations within the City. The City's Fleet Services, Central Services, Facilities, and Insurance Funds provide centrally administered services then generate revenue by billing the organization to which the service is provided.

RELATIONSHIP TO OTHER FUNDS

Centralizes costs for equipment rental, central services, facilities and insurance. These services are "sold" to other funds at cost plus a reserve for future needs.

FIDUCIARY FUND TYPES

Trust and Custodial Funds

Trust and Custodial Funds are used to account for assets held by the City as trustee or agent for individuals, private organizations or other governmental units. Since their funds are not expendable for City operations, they are not typically included in the budget. However, one Fiduciary Fund is included within the pages of this document.

BASIS OF ACCOUNTING

The basis for accounting for the General Fund, Special Revenue, Debt Service, Capital Projects and Agency Funds is modified accrual. Modified accrual recognizes revenues when they become both measurable and available to finance expenditures of the current period. The basis of accounting for the enterprise, internal service funds and pension trust fund is full accrual. The appropriate basis is used throughout the budgeting, accounting and reporting processes, with few exceptions as noted below. Full accrual is a method of accounting that matches revenues and expenses with the period to which they relate, rather than focusing on actual cash flows. In this method, for example, an asset is depreciated as it is "used up", and the expense is recognized in periodic increments, rather than assuming the asset holds its value until it is actually disposed of. However, since the focus in budgeting is on the revenues and expendable accounts, depreciation and amortization are not considered budgetary accounts, and are excluded from the budgeting system. Likewise, debt service and capital expenditures are presented as the payments occur, departing from GAAP in this regard, in the budget document. Also, Trust and Agency Funds that may not be expended for governmental operations are excluded from this budget document.

FUND STRUCTURE

BASIS OF ACCOUNTING

The basis for accounting for the General Fund, Special Revenue, Debt Service, and Capital Projects Funds is modified accrual. Modified accrual recognizes revenues when they become both measurable and available to finance expenditures of the current period. The basis of accounting for the enterprise, internal service fund and fiduciary funds are full accrual. The appropriate basis is used throughout the budgeting, accounting and reporting processes, with few exceptions as noted below. Full accrual is a method of accounting that matches revenues and expenses with the period to which they relate, rather than focusing on actual cash flows. In this method, for example, an asset is depreciated as it is “used up”, and the expense is recognized in periodic increments, rather than assuming the asset holds its value until it is actually disposed of. However, since the focus in budgeting is on the revenues and expendable accounts, depreciation and amortization are not considered budgetary accounts, and are excluded from the budgeting system. Likewise, debt service and capital expenditures are presented as the payments occur, departing from GAAP in this regard, in the budget document.

The Annual Comprehensive Financial Report (ACFR) shows the status of the City’s finances on the basis of ‘generally accepted accounting principals’ (GAAP). In most cases, this conforms to the way the City prepares its budget. The exceptions are:

- ◆ Compensated absences liabilities are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (budget).
- ◆ Principal payments on long-term debt within the enterprise funds are applied to the outstanding liability in accordance with GAAP. These payments are included in the budget.
- ◆ Capital outlay within the enterprise funds are recorded as assets on a GAAP basis and expended on a budget-basis.
- ◆ Depreciation expense is recorded on a GAAP basis, but is not included in the budget.

FUND STRUCTURE

	ADMINISTRATION	ECONOMIC & COMM DEV	FINANCE	HUMAN RESOURCES	INFORMATION TECHNOLOGY	LAW	MUNICIPAL COURT	PARKS, REC & COMM SVCS	POLICE	PUBLIC WORKS	NON-DEPARTMENTAL
GENERAL FUND	X	X	X	X	X	X	X	X	X	X	X
SPECIAL REVENUE FUND											
Street Operating										X	
LEOFF 1 Retiree Benefits				X							
Lodging Tax											X
Youth/Teen											X
Capital Resources											X
Criminal Justice						X		X	X		
Human Services								X			
City Arts Program								X			
ShoWare Operating											X
Impact Fees											X
DEBT SERVICE FUND											
Non-Voted											X
Special Assessment											X
CAPITAL PROJECTS FUND											
Street Capital										X	
Facilities Capital								X			
Parks Capital								X			
Other Capital		X									
IT Capital					X						
ENTERPRISE FUND											
Water Utility										X	X
Sewer Utility										X	X
Drainage Utility										X	
Solid Waste Utility										X	
Utility Clearing			X							X	
Golf Complex								X			
INTERNAL SERVICE FUND											
Fleet Services										X	
Central Stores			X								
Multimedia	X										
Information Technology					X						
Facilities								X			
Insurance				X							
FIDUCIARY FUND											
Firefighters Pension											X

CAPITAL IMPROVEMENT

PROGRAM (CIP)

The Capital Improvement Program section provides an overview of the structures and process that govern planning. It also provides a summary of the Six-Year Capital Improvement Program, including project lists by function and expected funding sources.

Capital Strategy	86
Capital Program Overview.....	88
Six-Year CIP Summary.....	89
Six-Year CIP Projects.....	93
Capital Requests.....	100

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CAPITAL INVESTMENT STRATEGY

GROWTH MANAGEMENT ACT

The City of Kent has performed area planning since the 1960s and the first formal Comprehensive Plan was adopted in 1969. However, planning in Washington took on new meaning with the passage of the Growth Management Act (GMA) by the Washington State legislature in 1990. The legislature was responding not only to the rate of growth, particularly on the west side of the Cascades, but also to the type and location of growth. Two-thirds of the state’s population and household growth in the 1980’s took place in unincorporated areas, and produced sprawling subdivisions, commercial strips, and urbanization of land which only ten years before was rural. These growth patterns resulted in increased traffic congestion and inadequate public services, and have threatened environmentally sensitive areas such as wetlands.

The GMA requires each jurisdiction subject to its provisions to produce a comprehensive plan that contains, at minimum, elements pertaining to land use, transportation, utilities, housing, and capital facilities. Kent’s Comprehensive Plan contains four additional elements—economic development, parks and recreation, human services, and shoreline. Further, this plan must be in keeping with state GMA goals regarding:

- ◆ Sprawl reduction
- ◆ Concentrated urban growth
- ◆ Affordable housing
- ◆ Economic development
- ◆ Open space and recreation
- ◆ Regional transportation
- ◆ Environmental protection
- ◆ Property rights
- ◆ Natural resource industries
- ◆ Historic lands and building
- ◆ Permit processing
- ◆ Public facilities and services
- ◆ Early and continuous public participation
- ◆ Shoreline management

Consistency with departmental comprehensive plans is also important. These plans include the Transportation Improvement Plan, the Park and Open Space Plan, as well as water, sewer, and drainage utility plans.

PLANNING FOR CAPITAL FACILITIES

The capital facilities element makes the rest of the City of Kent Comprehensive Plan come to life. By funding projects needed to maintain levels of service and for concurrency, the Capital Improvement Program (CIP) helps shape the quality of life in Kent. The requirement to fully finance the CIP provides a reality check for the vision of the Comprehensive Plan.

Planning for capital facilities is a complex endeavor. First and foremost, it requires a clear understanding of future needs to provide adequate public facilities to serve existing and new development. Once the needs are identified, the planning process must assess the various options that could be provided and identify the most effective and efficient combination of facilities to support the needed services. The final task is to address how these facilities will be financed, which requires an in-depth understanding of the fiscal capacity of the City.

Planning for capital facilities cannot be effectively carried out on an annual basis, since oftentimes the financing requires multi-year commitments of resources. The CIP is long-range in its scope and is a planning document, not a budget for expenditures.

CAPITAL INVESTMENT STRATEGY

FUNDING THE CAPITAL IMPROVEMENT PLAN

The most obvious financing option is pay-as-you-go. However, before using cash resources to finance a project, several other alternatives are considered.

The City's preferred option is to seek **outside funding sources**, such as federal, state and county grants and private donations. If outside funds are not available, projects providing special benefit will have their costs divided up among those individuals or groups in proportion to the benefit received. This is accomplished through the use of local improvement districts and user charges.

Where the benefits are provided to a small segment of the City, **local improvement districts** are established to identify the costs associated with the specific development and distribute those costs among the individual property owners. Issuance of special assessment bonds or internal financing may be used to complete the project and the debt is usually paid back over a ten-year period. Special assessments are an effective option to fund street and utility capital projects in the underdeveloped areas of the City.

User charges cover maintenance and operations, as well as capital expenditures for the City's water, sewer and storm drainage utilities. The City also has the option of issuing **revenue bonds** to provide capital financing. Revenue bonds require pledging future user charges to cover debt payments on the bonds. This option allows for immediate construction, while ensuring that the people using the improvement are paying for the project through user charges.

Projects of general benefit to the entire community typically utilize **cash resources** or **pay-as-you go** financing. The City of Kent has dedicated several tax resources to fund these general government capital needs, including part of the sales and use tax, real estate excise tax, business and occupation tax, and a portion of the utility taxes.

General government projects that cannot be funded with existing cash resources or outside funding may be deferred until sufficient funding is available. If deferral is not desired, the City may choose to use its general obligation bonding capacity to finance certain projects. There are two types of general obligation bonds, voted and long-term general obligation (LTGO).

Voted bonds are municipal bonds approved by 60 percent of the voters with a 40 percent voter turnout from the last general election. The City currently uses none of its bonding capacity for the issuance of voted general obligation debt. Using voted capacity would mean that the residents of Kent had voted to tax themselves and that additional property taxes would be levied against property owners to cover the debt.

If voted bonds are not deemed an appropriate method of financing the project, the City may choose to issue non-voted or **LTGO bonded debt**. The same cash resources noted above are a source of repayment of those bonds, requiring careful consideration of any decision to issue LTGO debt.

The options outlined here are the choices available for financing the 2024-2029 Capital Improvement Plan. In subsequent years, federal and state law, and/or the City's own actions may change these options. Financing options will be reviewed and updated annually as part of the overall CIP update process.

CAPITAL PROGRAM OVERVIEW

OVERVIEW

The 2024-2029 Capital Improvement Program (CIP) is a flexible, six-year plan containing the City’s planned capital improvement projects and the recommended financing methods for funding the projects. All funds and departments are brought together in a single consolidated plan for an overall view of the City’s capital improvement needs. The entire plan is adopted by reference in the capital facilities element of the City of Kent Comprehensive Plan as required by the Growth Management Act.

It is important to understand that a multi-year Capital Improvement Program does not represent a financial commitment. The first two year’s funding requirements are included and authorized in the operating budget. Projects beyond the first two years do not represent a formal commitment to fund the project, rather it simply reflects that given the information available at the time the plan was developed, the City expects to move forward with the project in the future.

The Capital Improvement Program is updated on an annual basis, at which time the schedule of projects is reevaluated, new projects may be added and completed projects removed. The projects are selected based on the priority of importance assigned by the respective departments requesting funding and the availability of funding sources. Projects include construction and major renovations of buildings and park facilities; technology systems; economic development activities; acquisition of property; improvements to roadways, bikeways and sidewalks; and the efficient operation and infrastructure maintenance of the water, sewer and drainage systems.

2024-2029 SUMMARY PROJECTS AND FUNDING

Capital project costs for the City’s 2024-2029 capital planning period total \$225.2 million and are funded with City, utility and other resources, as illustrated in the following tables. Additional details are provided later in this section.

Summary Resources	2024	2025	2026-2029	Total
City Resources	\$ 35,956	\$ 16,783	\$ 67,545	\$ 120,284
Utility Resources	19,280	17,100	67,185	103,565
Other Resources	932	400	-	1,332
Total - in thousands	\$ 56,168	\$ 34,283	\$ 134,730	\$ 225,181

Summary Costs	2024	2025	2026-2029	Total
General Government	\$ 22,631	\$ 3,704	\$ 12,341	\$ 38,676
Parks, Rec & Comm Services	6,041	5,237	22,485	33,763
Public Safety	-	350	250	600
Transportation	8,216	7,892	32,469	48,577
Utilities	19,280	17,100	67,185	103,565
Total - in thousands	\$ 56,168	\$ 34,283	\$ 134,730	\$ 225,181

SIX-YEAR CIP SUMMARY

OPERATING IMPACT OF MAJOR CIP PROJECTS

The impact of a capital project on the operating budget is a key factor in considering the inclusion of a project in the six-year plan. The operating costs of a project, and any savings resulting from the project, are captured in the Operating Budget.

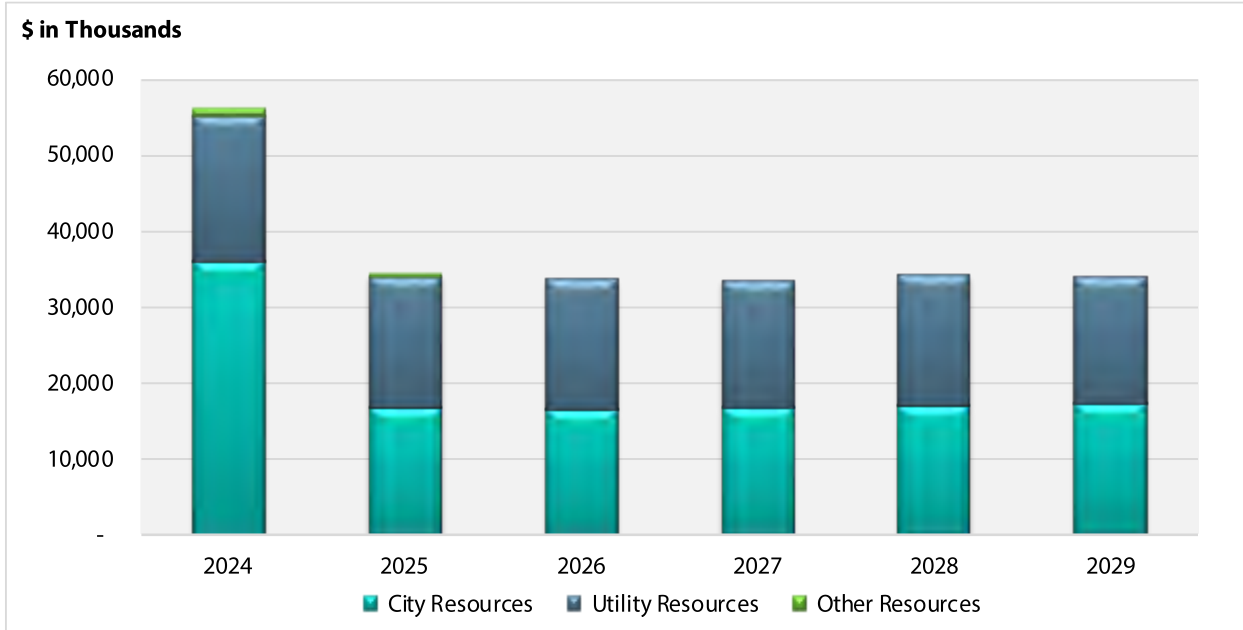
SOURCES OF FUNDS—in thousands

	2024	2025	2026	2027	2028	2029	Total
Sources of Funds							
City Resources	\$ 35,956	\$ 16,783	\$ 16,491	\$ 16,862	\$ 16,969	\$ 17,223	\$ 120,284
Utility Resources	19,280	17,100	16,965	16,585	17,135	16,500	103,565
Other Resources	932	400	-	-	-	-	1,332
Total Sources of Funds	\$ 56,168	\$ 34,283	\$ 33,456	\$ 33,447	\$ 34,104	\$ 33,723	\$ 225,181

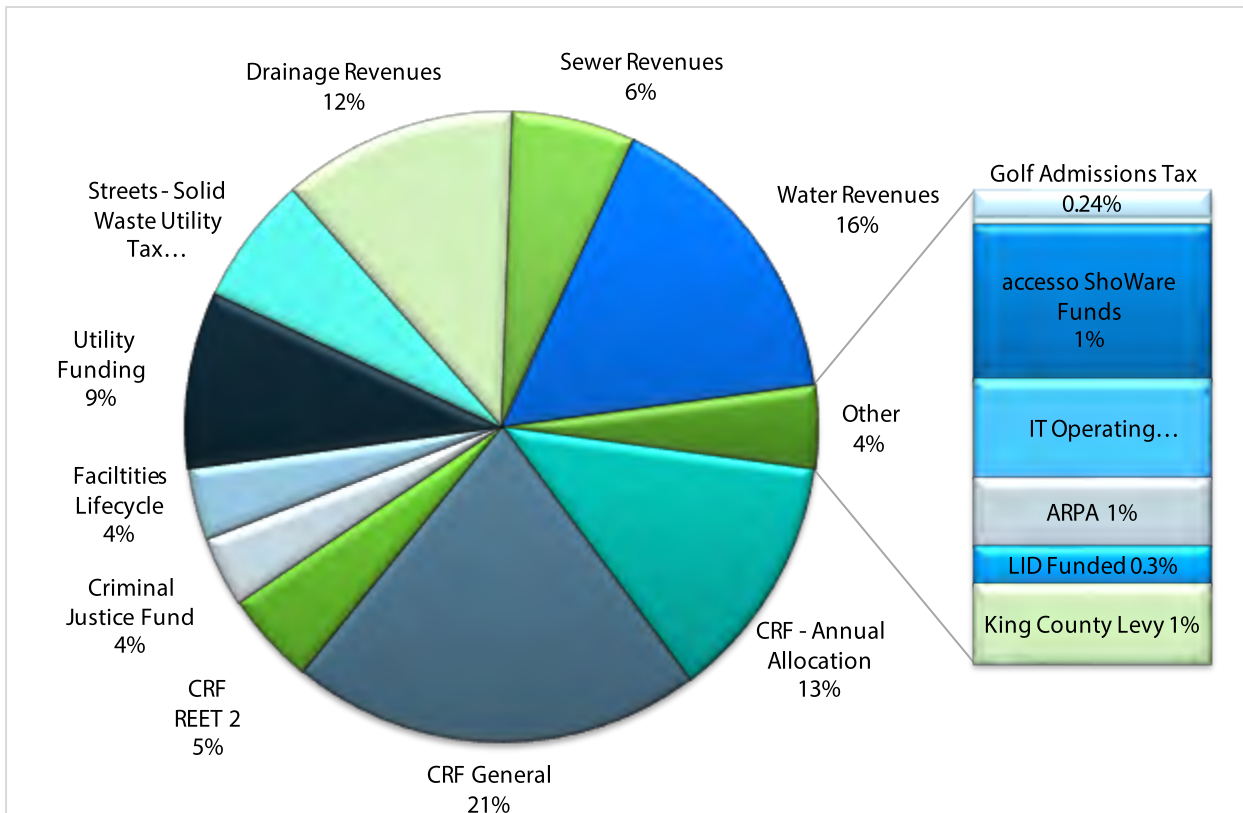
	2024	2025	2026	2027	2028	2029	Total
City Resources							
CRF - Annual Allocation	\$ 7,125	\$ 7,267	\$ 7,413	\$ 7,561	\$ 7,712	\$ 7,867	\$ 44,945
CRF General	11,837	2,010	1,910	1,547	1,428	1,340	20,072
CRF REET 2	2,701	1,846	2,046	2,598	2,553	2,711	14,455
Golf Admissions Tax	135	130	120	135	175	119	814
IT HLC/SLC Reserves	36						36
accesso ShoWare Funds	770	775	330	300	300	300	2,775
Criminal Justice Fund	2,000						2,000
Facilities Lifecycle	2,059	767	634	628	647	666	5,401
IT Operating Fund	502	502	552	607	668	734	3,565
Utility Funding	5,087						5,087
Streets - Solid Waste Utility Tax	3,704	3,486	3,486	3,486	3,486	3,486	21,134
Total City Resources	35,956	16,783	16,491	16,862	16,969	17,223	120,284
Utility Resources							
Drainage Revenues	6,730	6,050	6,050	6,050	6,050	6,050	36,980
Sewer Revenues	3,550	3,550	3,550	3,550	3,550	3,550	21,300
Water Revenues	9,000	7,500	7,365	6,985	7,535	6,900	45,285
Total Utility Resources	19,280	17,100	16,965	16,585	17,135	16,500	103,565
Other Resources							
American Rescue Plan Act (ARPA)	340						340
LID Funded	192						192
King County Levy	400	400	-	-	-	-	800
Total Other Resources	932	400	-	-	-	-	1,332
Total Sources of Funds	\$ 56,168	\$ 34,283	\$ 33,456	\$ 33,447	\$ 34,104	\$ 33,723	\$ 225,181

SIX-YEAR CIP SUMMARY

SUMMARY BY SOURCE 2024-2029



2024 SOURCES BY TYPE



SIX-YEAR CIP SUMMARY

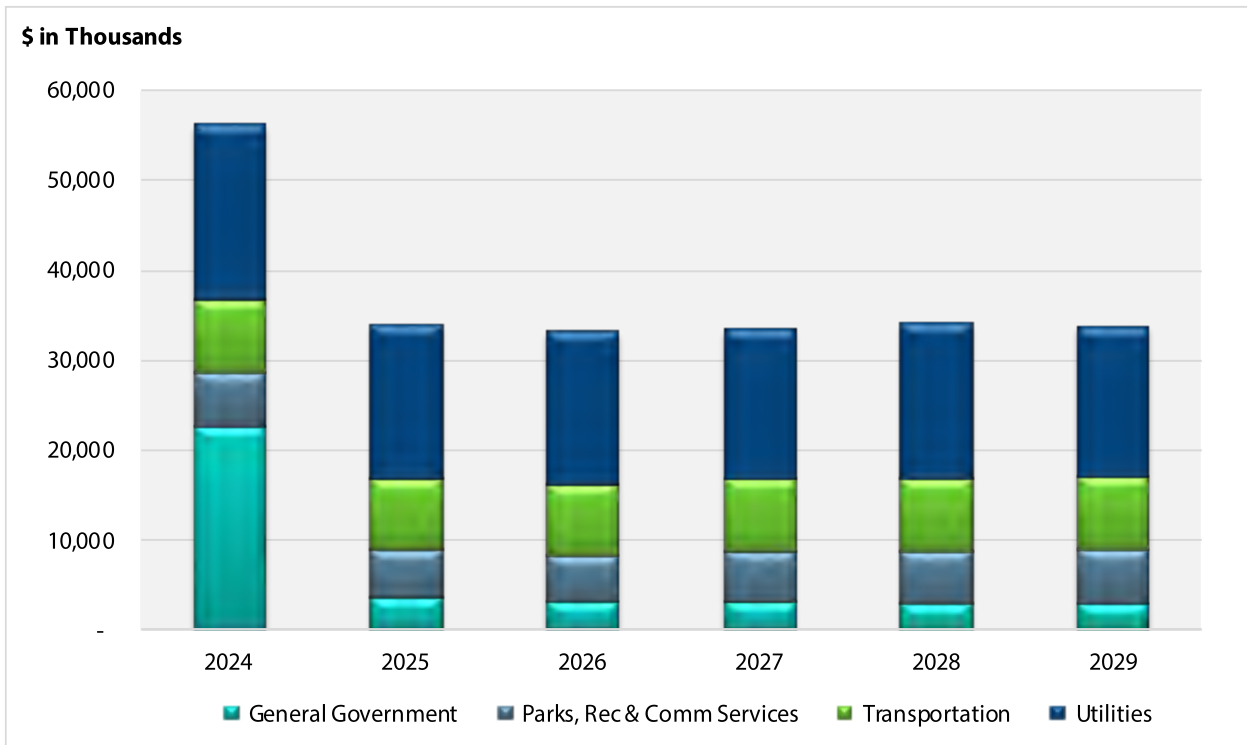
PROJECTS—in thousands

	2024	2025	2026	2027	2028	2029	Total
Projects							
General Government	\$ 22,631	\$ 3,704	\$ 3,176	\$ 3,082	\$ 3,043	\$ 3,040	\$ 38,676
Parks, Rec & Comm Services	6,041	5,237	5,084	5,710	5,764	5,927	33,763
Public Safety		350	250				600
Transportation	8,216	7,892	7,981	8,070	8,162	8,256	48,577
Utilities	19,280	17,100	16,965	16,585	17,135	16,500	103,565
Total Projects	\$ 56,168	\$ 34,283	\$ 33,456	\$ 33,447	\$ 34,104	\$ 33,723	\$ 225,181

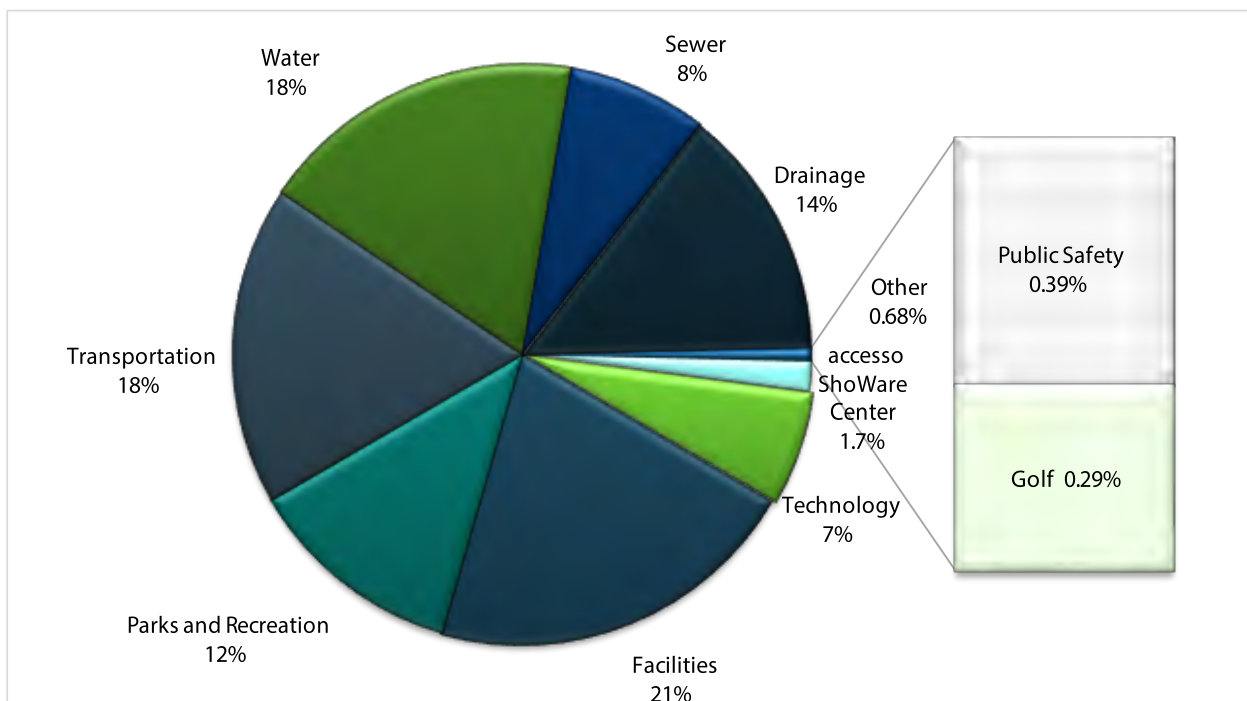
	2024	2025	2026	2027	2028	2029	Total
General Government							
accesso ShoWare Center	\$ 770	\$ 775	\$ 330	\$ 300	\$ 300	\$ 300	\$ 2,775
Facilities	18,245	767	634	515	415	346	20,922
Technology	3,616	2,162	2,212	2,267	2,328	2,394	14,979
Total General Government	22,631	3,704	3,176	3,082	3,043	3,040	38,676
Parks, Rec & Comm Services							
Golf	135	130	120	135	175	119	814
Parks and Recreation	5,906	5,107	4,964	5,575	5,589	5,808	32,949
Total Parks, Rec & Comm Svcs	6,041	5,237	5,084	5,710	5,764	5,927	33,763
Transportation							
Site Improvements	8,216	7,892	7,981	8,070	8,162	8,256	48,577
Total Transportation	8,216	7,892	7,981	8,070	8,162	8,256	48,577
Public Safety							
Public Safety Projects	-	350	250	-	-	-	600
Total Public Safety	-	350	250	-	-	-	600
Utilities							
Water	9,000	7,500	7,365	6,985	7,535	6,900	45,285
Sewer	3,550	3,550	3,550	3,550	3,550	3,550	21,300
Drainage	6,730	6,050	6,050	6,050	6,050	6,050	36,980
Total Utilities	19,280	17,100	16,965	16,585	17,135	16,500	103,565
Total Projects	\$ 56,168	\$ 34,283	\$ 33,456	\$ 33,447	\$ 34,104	\$ 33,723	\$ 225,181

SIX-YEAR CIP SUMMARY

SUMMARY BY CATEGORY 2024-2029



2024 BY CATEGORY FUNCTION



SIX-YEAR CIP PROJECTS

GENERAL GOVERNMENT—in thousands

	2024	2025	2026	2027	2028	2029	Total
Sources of Funds							
CRF General Capital	\$ 11,837	\$ 1,660	\$ 1,660	\$ 1,547	\$ 1,428	\$ 1,340	\$ 19,472
American Rescue Plan Act (ARPA)	340						340
accesso ShoWare Funds	770	775	330	300	300	300	2,775
IT Operating Fund	502	502	552	607	668	734	3,565
Criminal Justice Fund	2,000						2,000
Utility Funding	5,087						5,087
Facilities Fund Balance	1,478	175	24				1,677
Facilities Lifecycle	581	592	610	628	647	666	3,724
HLC/SLC Reserves	36						36
Total Sources of Funds	\$ 22,631	\$ 3,704	\$ 3,176	\$ 3,082	\$ 3,043	\$ 3,040	\$ 38,676
Projects							
Facilities							
Access Control		10	10	10	10		40
Closed Circuit TV (CCTV)	10	10	10	10	10		50
City Buildings - Exterior Painting	50	50	50	50	50		250
Elevator Modernization	30	30	30	30	30	30	180
Emergency Repairs	600	120	125	25	25	125	1,020
Facilities Reinvestment Fund	5,000						5,000
Fire Alarm Updgrades	50	20	20	20	20		130
Furniture, Fixtures, and Equipment	50	50	50	50	50		250
HVAC Replacements	650	300	100				1,050
Kent East Hill Operations Center Phase 2	10,286						10,286
Kent Police Department Facility Upgrade	350						350
Kitchen Equipment	225	25	25	25	25	25	350
Parking Lots Repair	10	65	64	51	48	65	303
Police Firing Range Upgrades	350						350
Public Building Major Maintenance	64	67	70	74	77	81	433
Roof Repairs	320	20	80	170	70	20	680
Security Camera Upgrades	200	-	-	-	-	-	200
Total Facilities	18,245	767	634	515	415	346	20,922
accesso ShoWare Center							
Audio System Replacement	530						530
Basket Ball Court Refurbish		50					50
Chairs and Tables		35	35	35	35	35	175
Concession Stand Rebranding		125					125
Floor Covering in Skate Areas		75					75
Half House Curtain and Vom Drapes		120	30				150
Hot Water Tank/Boilers (4)			200	200			400
Loading Dock Gate/Fence		75					75
Mural Replacement	15		15		15		45
Plaza Lighting		20					20
Plaza Sound System		40					40

SIX-YEAR CIP PROJECTS

GENERAL GOVERNMENT CONTINUED—in thousands

	2024	2025	2026	2027	2028	2029	Total
Popcorn Popper		15					15
Replace Hockey Rink Plexiglass		50			50		100
Restripping Parking Lot		20					20
Roof Repair	100						100
Stadium Seating Replacement	50		50		50	50	200
Suite and Club Rebranding	75						75
Zamboni Replacement		150				150	300
Unallocated	-	-	-	65	150	65	280
Total access ShoWare Center	770	775	330	300	300	300	2,775
Technology							
HLC - Server Replacement	60	60	60	60	60	60	360
HLC - Telephony	60	60	60	60	60	60	360
HLC - Wireless Infrastructure Refresh	30	30	30	30	30	30	180
HLC - Data Center	100	100	100	100	100	100	600
HLC - Network Refresh	70	70	70	70	70	70	420
HLC - Security	153	130	130	130	130	130	803
HLC - Storage Expansion	30	30	30	30	30	30	180
HLC - UPS	30	30	30	30	30	30	180
HLC - Virtualization Infrastructure Refresh	100	100	100	100	100	100	600
SLC - Administration System Replacement Reserves	134	170	170	170	170	170	984
SLC - IT System Replacement Reserves	150	150	150	150	150	150	900
SLC - Law System Replacement Reserves	50	50	50	50	50	50	300
SLC - Police System Replacement Reserves	130	130	130	130	130	130	780
SLC - Human Resources System Replacement Reserves	70	70	70	70	70	70	420
SLC - Finance System Replacement Reserves	100	100	100	100	100	100	600
SLC - PRCS System Replacement Reserves	100	100	100	100	100	100	600
SLC - Public Works System Replacement Reserves	150	150	150	150	150	150	900
SLC - Court System Replacement Reserves	50	50	50	50	50	50	300
SLC - Economic Dev System Replacement Reserves	80	80	80	80	80	80	480
MDC Refresh	166	100	110	121	133	146	776
Computer Refresh	292	402	442	486	535	588	2,745
B&O and Business License Enhancements	187						187
eConnect Replacement	36						36
Internet Infrastructure Assessment and Upgrade	275						275
Intranet Redesign	225						225
JDE Replacement	250						250
Laserfiche Integrations	77						77
Laserfiche Stabilization	45						45
Tiburon Replacement - JMS	38						38
Tiburon Replacement - RMS	38						38
Web Application Firewall	90						90
ZTA Program - Privileged Access Management Solution	250	-	-	-	-	-	250
Total Technology Projects	3,616	2,162	2,212	2,267	2,328	2,394	14,979
Total General Government Projects	22,631	3,704	3,176	3,082	3,043	3,040	38,676

SIX-YEAR CIP PROJECTS

PARKS, RECREATION & COMMUNITY SERVICES—in thousands

	2024	2025	2026	2027	2028	2029	Total
Sources of Funds							
CRF REET2	\$ 2,000	\$ 1,846	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,711	\$ 13,557
CRF - Annual Allocation	2,805	2,861	2,918	2,977	3,036	3,097	17,694
CRF REET2 Fund Balance	701		46	98	53		898
Golf Admissions Tax	103	106	109	112	115	119	664
Golf Fund Balance	32	24	11	23	60		150
King County Levy	400	400					800
Total Sources of Funds	6,041	5,237	5,084	5,710	5,764	5,927	33,763
Projects							
Golf Projects							
Bunker Sand	10	10					20
Cart Path Repairs and Repaving		25	25	25			75
Driving Range Net Replacement		50	50	50			150
Golf Cart Storage Doors	40						40
Irrigation Central Controller				40			40
Irrigation Satellite Controllers	25	25	25				75
Maintenance Equipment Replacement					175		175
Parking Lot Landscaping	35						35
Sprinkler Heads	20	20	20	20			80
Miscellaneous Golf Projects	5	-	-	-	-	119	124
Total Golf Projects	135	130	120	135	175	119	814

SIX-YEAR CIP PROJECTS

PARKS, RECREATION & COMMUNITY SERVICES CONTINUED—in thousands

	2024	2025	2026	2027	2028	2029	Total
Parks and Recreation Projects							
Campus Park Improvements			368				368
Canterbury Park Improvements			250	500			750
Clark Lake Park Phase 1 Development		1,000	750	750	1,000		3,500
Commons Neighborhood Park Improvements	100						100
Downtown Parks Improvements	250	200		200	186	250	1,086
East Hill North Community Park Development	500						500
East Hill North Neighborhood Park Development				250	500	500	1,250
Eastridge Park Renovation	150	200					350
Garrison Park Improvements	1,000						1,000
Glenn Nelson Park Renovation			150			500	650
Hogan Park at Russell Road Phase 2 Renovation	350						350
Kiwanis Tot Lot #4 Renovation	30						30
KLVT - Old Fishing Hole Improvements						297	297
KVLT - Boeing Rock Improvements				177	250	500	927
KVLT - Meeker Parking Lot	355						355
KVLT - Phase 2 Improvements						250	250
Lake Fenwick Park Phase 2 Improvements				350	250	250	850
Mill Creek Canyon Trail Renovation	250	250					500
Mill Creek Canyon/Earthworks Park Improvements	500	750	750	750	1,000	1,000	4,750
North Meridian Park Redevelopment	200	350	750	500			1,800
Park Land Acquisition Account	250	250	250	250	250	250	1,500
Park Operations Lifecycle	500	500	500	500	500	500	3,000
Park Orchard Park Improvements		361					361
Park Planning and Design (Masterplan/Architect)	50	50				50	150
Park Planning and Development Operating	921	996	1,046	1,098	1,153	1,211	6,425
Parks and Open Space Plan				250		250	500
Scenic Hill Park Renovation			150		500		650
Springwood Park	500						500
Sun Meadows Park Improvements	-	200	-	-	-	-	200
Total Parks and Recreation Projects	5,906	5,107	4,964	5,575	5,589	5,808	32,949
Total Projects	6,041	5,237	5,084	5,710	5,764	5,927	33,763

SIX-YEAR CIP PROJECTS

TRANSPORTATION—in thousands

	2024	2025	2026	2027	2028	2029	Total
Sources of Funds							
CRF - Annual Allocation	\$ 4,320	\$ 4,406	\$ 4,495	\$ 4,584	\$ 4,676	\$ 4,770	\$ 27,251
LID Funded Projects	192						192
Solid Waste Utility Tax	3,704	3,486	3,486	3,486	3,486	3,486	21,134
Total Sources of Funds	\$ 8,216	\$ 7,892	\$ 7,981	\$ 8,070	\$ 8,162	\$ 8,256	\$ 48,577
Projects							
B&O In-house Overlays	250	250	250	250	250	250	1,500
B&O Street Contracted	750	1,891	3,425	3,214	3,806	3,900	16,986
B&O Unallocated	200	200	200	500	500	500	2,100
LID 362- 84th Avenue Rehabilitation	168						168
LID 363-224th-228th (EVH-88th)	24						24
Residential Street Contracted	3,704	3,486	3,486	3,486	3,486	3,486	21,134
EVH (212th - 196th)		1,445					1,445
Meet Me on Meeker 64th Avenue	1,000						1,000
Mill Creek at 76th Avenue Flood Prevention	1,500						1,500
SR 509 - Stage 1b - SR 516 Interchange Auxiliary Lane	250	250	250	250			1,000
SR 509 - Stage 2 - Southbound Auxiliary Lane	250	250	250	250			1,000
City Safety Transportation Program	120	120	120	120	120	120	720
Total Projects	\$ 8,216	\$ 7,892	\$ 7,981	\$ 8,070	\$ 8,162	\$ 8,256	\$ 48,577

SIX-YEAR CIP PROJECTS

UTILITIES—in thousands

	2024	2025	2026	2027	2028	2029	Total
Sources of Funds							
Water Revenues	\$ 9,000	\$ 7,500	\$ 7,365	\$ 6,985	\$ 7,535	\$ 6,900	\$ 45,285
Sewer Revenues	3,550	3,550	3,550	3,550	3,550	3,550	21,300
Drainage Revenues	6,730	6,050	6,050	6,050	6,050	6,050	36,980
Total Sources of Funds	\$ 19,280	\$ 17,100	\$ 16,965	\$ 16,585	\$ 17,135	\$ 16,500	\$103,565
Projects							
Water Supply & Distribution							
2024 Watermain	400						400
212th Treatment Plant Improvements	400						400
228th-Central to 88th Waterline		600	400				1,000
590 Zone Transmission (EH 640 PZ)	980						980
640 Pressure Zone				2,000	2,500		4,500
640 Transmission Main Improvements (EH 640 PZ)		1,115	1,115				2,230
640 Zone BPS #2 (EH 640 PZ)		1,300	400				1,700
Caustic Tank Replacement EH Well & PS 5		250					250
Clark & Kent Springs Chlorination Improvements	350						350
Garrison/O'Brien Treatment Plant			1,300				1,300
Generator Improvement Program		1,000					1,000
Miscellaneous Water	800	500	500	500	500	1,050	3,850
PLC Upgrades	35	35	35	35	35	35	210
Reservoir Maintenance and Improvements	500	500	500	500	500	750	3,250
Rock Creek Mitigation Projects	500						500
Security Improvements per VA	50	50	50	50	50	50	300
SR516/Covington Way					500	1,000	1,500
Tacoma Intertie - Ongoing Capital	50	50	50	50	500	2,500	3,200
Transmission Easements	50	50	50	50	50	50	300
UPRR Hanger Replacement	50	600					650
Wapato Creek 509 Alexander Avenue	50	200	100				350
Water Meter Replacement Program				2,600	1,600		4,200
Water System Plan Update				400	400		800
Watermain Replacements/Repairs	1,535	450	2,465	500	500	1,065	6,515
Well Rehabilitation	200	400	400	300	400	400	2,100
West Hill Booster Pump Station	1,400	400					1,800
West Hill Transmission Main	1,650	-	-	-	-	-	1,650
Total Water Supply & Distribution	9,000	7,500	7,365	6,985	7,535	6,900	45,285
Sewer							
Horseshoe Acres Pump Station	1,000	2,500	1,000	1,000			5,500
Linda Heights Pump Station	1,785		1,000				2,785
Miscellaneous Pump Station Rehab	75	75	250	500	500	500	1,900
Miscellaneous Sewer	500	500	500	1,000	1,000	1,000	4,500
Sewer Main Replacements/Relining	140	425	750	1,000	2,000	2,000	6,315
Tree Root Removal	50	50	50	50	50	50	300
Total Sewer	3,550	3,550	3,550	3,550	3,550	3,550	21,300

SIX-YEAR CIP PROJECTS

UTILITIES CONTINUED—in thousands

	2024	2025	2026	2027	2028	2029	Total
Stormwater Management							
267th Culvert	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000
81st Ave Pump Station	600	250	1,900	250			3,000
Drainage Property Maintenance	200	200	200	200	200	200	1,200
GRNRA Pump Station North					3,000	5,000	8,000
GRNRA Security & Maintenance	50	500	500	500	500		2,050
Kent Airport Levee		500	100				600
Lake Meridian Estate Outfall		1,000					1,000
Mill Creek Culvert Maintenance	250	250	250	250	250	250	1,500
Mill Creek Rehabilitation	4,280	2,350	2,050	2,350			11,030
Misc Environmental Projects	50	50	50	50	50		250
Miscellaneous Drainage	300					600	900
North Fork Meridian Valley Culvert			500	500			1,000
Pipe Replacements/Roadway Improvements	<u>1,000</u>	<u>950</u>	<u>500</u>	<u>950</u>	<u>2,050</u>	<u>-</u>	<u>5,450</u>
Total Stormwater Management	6,730	6,050	6,050	6,050	6,050	6,050	36,980
Total Utilities Projects	\$ 19,280	\$ 17,100	\$ 16,965	\$ 16,585	\$ 17,135	\$ 16,500	\$103,565

CAPITAL REQUESTS

2024 MID-BIENNIUM CAPITAL REQUESTS

Security Upgrades for City Facilities—200,000

Security Upgrades in conjunction with the Access Control Project. This request is for a one-time capital investment for installations and the initial 5-year licensing mandate. However, in addition to a one-time capital costs, there needs to be an ongoing increase in Facility line items to cover monthly monitoring which is \$1,936 per month or \$23,232 annually. This dollar amount, in addition to future lifecycle replacements for this system will be added to the Facilities Annual Square Footage allocation in future years.

Web Application Firewall Implementation—\$90,000

The purpose of this project is to implement a service to reduce the attack surface in our externally facing infrastructure that directly support citizens and businesses. The project will further protect the information of citizens and businesses as well as the assets on our enterprise network as well as reduce the potential for costly cybersecurity incidents.

Intranet Redesign—\$225,000

The purpose of this project is to migrate the City's legacy Cityspace and Teamspace sites from Sharepoint 2010 to Sharepoint Online. The City would migrate to an updated version of SharePoint as the current version poses significant cybersecurity risks. There would be no projected increase or decrease in operational activity for staff. Existing allocation and staff efforts to maintain the legacy Teamspace and Cityspace sites will move to maintenance of the migrated data and information to Sharepoint Online.

eConnect Replacement—\$36,000

This project will replace the City's eConnect / GovDelivery module from Granicus with a solution that has the functional and technical capabilities to provide a peerless constituent experience platform. If this solution is implemented, the City will no longer pay its subscription for Granicus' eConnect/ GovDelivery module which has an annual estimated cost of \$32,500. The City will save an estimated \$6,500 per year by implementing a new solution (Indigov).

CAPITAL REQUESTS

OTHER 2024 MID-BIENNIUM CAPITAL CHANGES GREATER THAN \$500,000

228th-Central-88th Waterline—Decrease of \$1,000,000

Project pushed to 2025 and 2026.

Watermain Replacements/Repairs—Increase of \$1,000,000

Contracted watermain replacements and repairs. Funded by Water Fund revenues/charges.

Linda Heights Pump Station—Increase of \$1,785,000

Replace entire pump station that is at end of life, pump stations are required for areas that are unable to gravity feed sewer to the Metro line. The sewage is pumped so it can be transported to Metro. Funded by Sewer Fund revenues/charges.

GRNRA Pump Station North—Decrease of \$2,575,000

Project pushed to 2028 and 2029.

Mill Creek Rehabilitation—Increase of \$2,575,000

Channel rehabilitation in the valley to mitigate flooding. Project originally had \$1,705,000 budgeted in 2024. Public Works added \$2,575,000, for a total 2024 budget of \$4,280,000. Funded by Drainage Fund revenues/charges.

Garrison Park Improvements—Increase of \$750,000

Improve Garrison Park including replacement of aging playground, restroom upgrades, and renovation of existing sport court surfacing with potential adaptive re-use. The project will also consider the existing art and improved connection to Garrison Creek. Funded by Real Estate Excise Tax (REET).

BUDGET BY FUND

The Budget by Fund section provides a look at each fund’s revenue, expenditures and fund balance, including a comparison of current program levels with those of past years.

General Fund.....	103
Special Revenue Funds.....	109
Debt Service Funds.....	128
Capital Project Funds.....	131
Enterprise Funds.....	138
Internal Service Funds.....	151

GENERAL FUND

The General Fund is the principal operating fund of the City. It accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, sales and use taxes, utility taxes, licenses and permits, state shared revenues, charges for services and other miscellaneous revenues. Primary expenditures are for general City administration, police, economic development, planning services, park maintenance, cultural programs and recreational services.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$47,660,526	\$51,504,080	\$51,504,084	\$50,525,339	\$ 47,838,520
Revenues					
Taxes:					
Property	32,835,026	15,670,870	8,558,071	16,063,160	16,165,310
Sales Tax	27,943,579	30,323,830	19,203,170	30,627,060	31,682,150
Utility	21,048,283	24,349,760	15,933,954	24,963,200	26,461,510
Business & Occupation Tax	19,517,633	19,120,500	8,251,541	19,191,000	19,579,930
Other	930,043	806,120	370,066	817,690	881,820
Licenses and Permits	8,567,857	7,468,380	4,122,424	7,498,270	7,761,430
Intergovernmental Revenue	3,406,561	3,246,020	2,342,502	3,287,700	3,109,350
Charges for Services	8,492,824	6,632,210	4,123,936	7,050,350	7,050,350
Fines and Forfeitures	590,339	738,080	419,745	738,080	757,590
Miscellaneous Revenue	(375,462)	2,016,600	2,549,379	2,186,100	2,932,200
Transfers In	11,445,001	7,000,380	1,950,000	3,826,760	4,463,340
Total Revenues	134,401,684	117,372,750	67,824,788	116,249,370	120,844,980
Changes:					
Property Tax					102,150
Sales Tax					1,009,890
Natural Gas Tax					45,200
Internal Utility Taxes (Water, Sewer, Drainage)					816,870
Electric, Garbage, Gas Utility Taxes					876,760
Telephone and Cable Utility Taxes					(195,320)
B&O Tax					388,930
Admissions and Gambling Taxes					64,130
Business Licenses					116,310
Franchise Fees					146,850
State Shared Revenues					(36,840)
Court & Interlocal Jail Services					(141,510)
Penalties					19,510
Interest Income					421,100
Miscellaneous Revenue					200,000
Police Reimbursements					125,000
Transfers In					
ARPA Positions					(164,220)
Uplift Program (ARPA Funded)					750,000
Body-Worn Camera Specialty Pay					14,670
Youth/Teen					36,130
Total Changes					4,595,610

GENERAL FUND

	2022 Actual	2023 Adjusted Budget	2023 August YTD	2024 Adopted Budget	2024 Proposed Budget
Expenditures					
Salaries & Benefits	62,786,442	72,004,530	39,777,176	74,938,920	76,723,110
Supplies	2,623,025	3,164,240	1,472,334	3,248,010	3,269,620
Services & Charges	33,364,237	38,597,630	20,734,591	37,773,330	38,034,500
Vehicles & Equipment	177,139	266,340	57,369		
Cost Allocation	(4,448,975)	(5,055,190)	(2,946,698)	(5,362,340)	(5,086,010)
Transfers Out	36,056,257	12,060,760	2,980,166	8,738,230	8,944,460
Total Expenditures	130,558,126	121,038,310	62,074,938	119,336,150	121,885,680

Expenditures by Department

City Council	288,639	440,600	248,771	293,180	448,480
Administration	3,031,347	3,310,760	1,059,980	3,124,840	3,472,110
Economic & Community Dev	7,791,962	10,365,330	5,608,272	10,478,590	10,575,600
Finance	2,810,207	3,467,640	1,921,649	3,457,480	3,844,590
Fire Contracted Services	3,900,542	4,109,990	2,645,647	4,266,480	3,749,880
Human Resources	1,795,361	2,323,130	1,168,299	2,128,130	2,109,730
Law	1,383,659	1,647,990	759,317	1,619,820	1,697,920
Municipal Court	3,433,032	4,254,230	2,188,603	4,323,640	4,437,810
Parks, Rec & Comm Services	19,439,188	23,264,010	11,933,681	22,768,590	23,471,860
Police	50,394,511	55,556,550	31,829,994	57,771,700	58,435,050
Non Departmental	36,289,679	12,298,080	2,710,508	9,103,700	9,642,650
Total Expenditures	130,558,126	121,038,310	62,074,721	119,336,150	121,885,680

Changes:

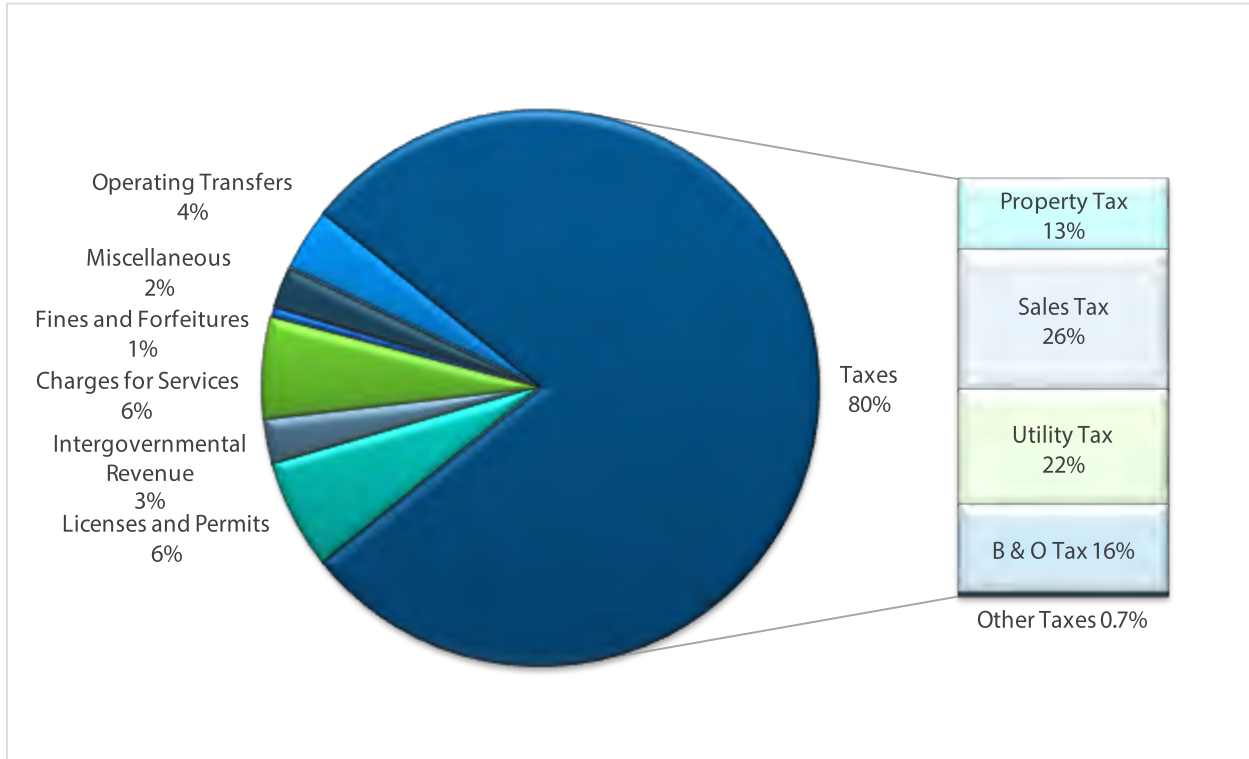
Salaries & Benefits	
Wage Increases - CPI and union contracts	2,045,670
Medical Decrease - Remove 5% rate increase	(684,560)
Worker's Comp Increase	244,870
Other Adjustments	(5,790)
Allocations	
Central Cost	276,330
Facilities	299,350
Fuel	19,680
GIS	(181,060)
IT	(438,670)
Liability Insurance	(74,970)
Multimedia	10,990
Property Insurance	34,070
Federal Lobbyist	83,330
Human Services - adjust for CPI and population	10,750
Legal Services	75,000
PSRFA Interlocal Agreement	(516,600)
Regional Animal Services	260,120
Valley Comm	(29,130)
Voter Registration	150,000
Department Dues & Fees	58,460
Other Baseline Adjustments	30,540

GENERAL FUND

	2022 Actual	2023 Adjusted Budget	2023 August YTD	2024 Adopted Budget	2024 Proposed Budget
Transfers Out					
ARPA Positions					37,150
ARPA Project Reversal					(1,000,000)
Uplift Program (ARPA Funded)					750,000
Cable Utility Tax					(120,450)
City Arts Program - update population					2,400
Comp Plan Budget					125,000
Golf Admissions Tax					15,310
Street Fund Subsidy					157,170
Other Adjustments					
Human Resources					
Administrative Assistant II Position					121,970
Move 40% of Benefits Division to Medical Fund					(259,860)
Municipal Court					
Convert Part-Time Resource Coordinator to Permanent					25,520
Reduce Temp Budget					(25,520)
Parks, Recreation & Comm Svcs					
Stormwater Management Program					105,000
Parks Security					30,000
GAP Funding for Senior Center Levy Positions					239,650
Police					
Deputy Chief Position					348,780
Other					
IT Digital Services and Maintenance Allocation					329,030
Total Changes					2,549,530
Change in Fund Balance	3,843,558	(3,665,560)	5,749,851	(3,086,780)	(1,040,700)
ESTIMATED ENDING FUND BALANCE	\$51,504,084	\$47,838,520	\$57,253,934	\$47,438,559	\$ 46,797,820

GENERAL FUND

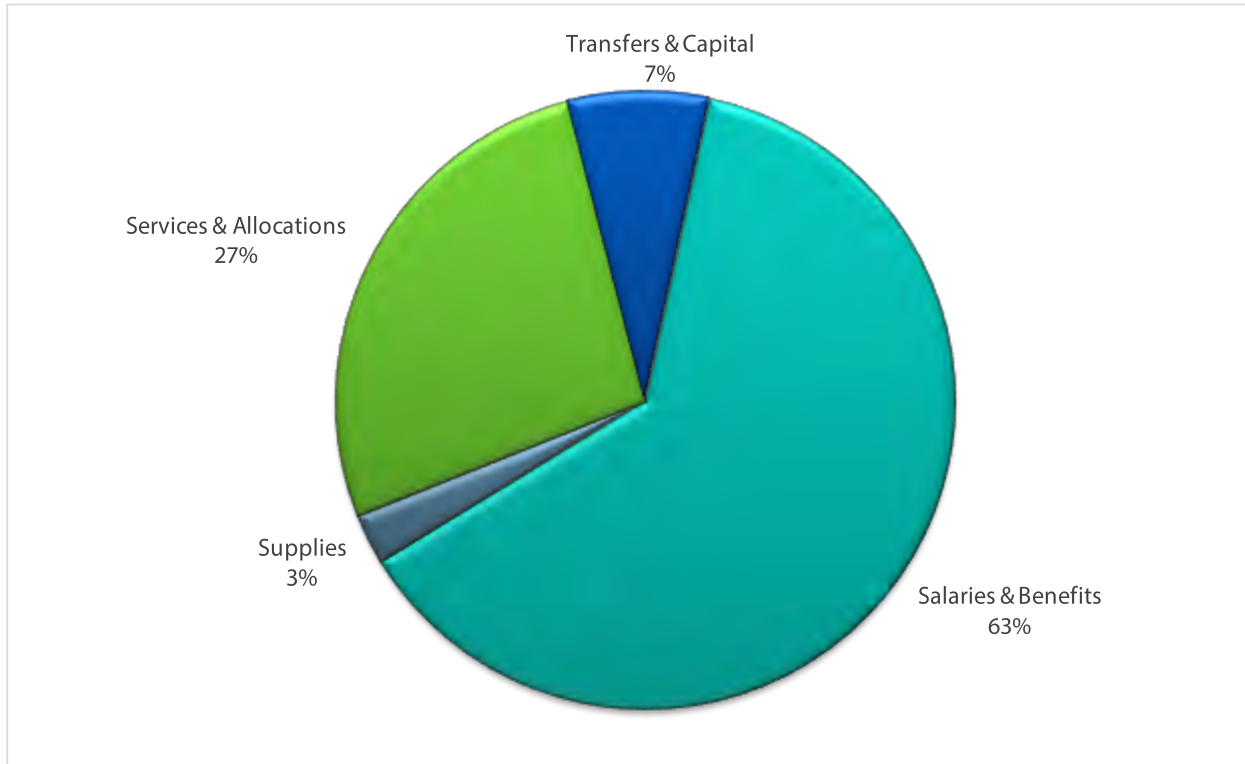
GENERAL FUND REVENUES



	2023 Adj Budget	2024 Adopted	2024 Proposed	2024 \$ Change	2024 % Change
Revenues					
Taxes					
Property	\$15,670,870	\$16,063,160	\$16,165,310	\$102,150	0.64 %
Sales Tax	30,323,830	30,627,060	31,682,150	1,055,090	3.4
Utility	24,349,760	24,963,200	26,461,510	1,498,310	6.0
Business & Occupation Tax	19,120,500	19,191,000	19,579,930	388,930	2.0
Other	806,120	817,690	881,820	64,130	7.8
Licenses and Permits	7,468,380	7,498,270	7,761,430	263,160	3.5
Intergovernmental Revenue	3,246,020	3,287,700	3,109,350	(178,350)	(5.4)
Charges for Services	6,632,210	7,050,350	7,050,350	-	-
Fines and Forfeitures	738,080	738,080	757,590	19,510	2.6
Miscellaneous Revenue	2,016,600	2,186,100	2,932,200	746,100	34.1
Transfers In	7,000,380	3,826,760	4,463,340	636,580	16.6
Total General Fund Revenues	\$ 117,372,750	\$ 116,249,370	\$ 120,844,980	\$ 4,595,610	4.0 %

GENERAL FUND

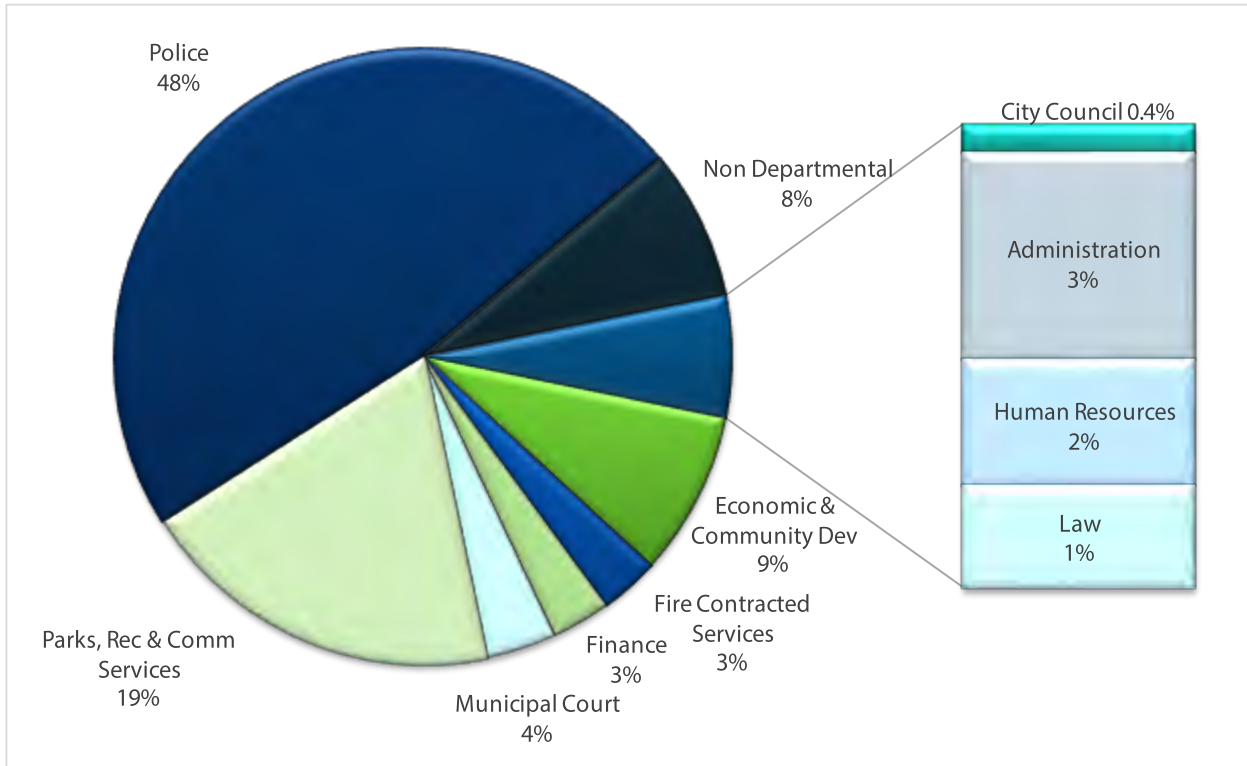
GENERAL FUND EXPENDITURES



	2023 Adj Budget	2024 Adopted	2024 Proposed	2024 \$ Change	2024 % Change
Expenditures					
Salaries & Benefits	\$ 72,004,530	\$ 74,938,920	\$ 76,723,110	\$ 1,784,190	2.4 %
Supplies	3,164,240	3,248,010	3,269,620	21,610	0.7
Services & Allocations	33,542,440	32,410,990	32,948,490	537,500	1.7
Transfers & Capital	12,060,760	8,738,230	8,944,460	206,230	2.4
Total GF Expenditures	\$ 120,771,970	\$ 119,336,150	\$ 121,885,680	\$ 2,549,530	2.1 %

GENERAL FUND

GENERAL FUND EXPENDITURES BY DEPARTMENT



	2023 Adj Budget	2024 Adopted	2024 Proposed	2024 \$ Change	2024 % Change
Expenditures by Department					
City Council	\$ 440,600	\$ 293,180	\$ 448,480	\$ 155,300	53.0 %
Administration	3,310,760	3,124,840	3,472,110	347,270	11.1
Economic & Community Dev	10,365,330	10,478,590	10,575,600	97,010	0.9
Finance	3,467,640	3,457,480	3,844,590	387,110	11.2
Fire Contracted Services	4,109,990	4,266,480	3,749,880	(516,600)	(12.1)
Human Resources	2,323,130	2,128,130	2,109,730	(18,400)	(0.9)
Law	1,647,990	1,619,820	1,697,920	78,100	4.8
Municipal Court	4,254,230	4,323,640	4,437,810	114,170	2.6
Parks, Rec & Comm Services	23,264,010	22,768,590	23,471,860	703,270	3.1
Police	55,556,550	57,771,700	58,435,050	663,350	1.1
Non Departmental	12,298,080	9,103,700	9,642,650	538,950	5.9
Total Expenditures	\$ 121,038,310	\$ 119,336,150	\$ 121,885,680	\$ 2,549,530	2.1 %

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for specific revenue sources that would otherwise be accounted for in the General Fund, but for which there exists certain legal restrictions as to the use of certain revenues. The revenue is segregated into individual special revenue funds to ensure expenditure for a designated purpose. Principal sources of revenue include State-shared fuel tax, earmarked sales and utility taxes and community development block grant funds. Primary expenditures are for engineering, street maintenance, police and prosecution services, along with a significant portion of these resources that are transferred to other funds for debt service and capital.

The following funds fall into this category and are presented in this section:

- ◆ Street Operating
- ◆ LEOFF1 Retiree Benefits
- ◆ Lodging Tax
- ◆ Youth / Teen
- ◆ Capital Resources
- ◆ Criminal Justice
- ◆ Community Development Block Grants
- ◆ City Arts Program
- ◆ ShoWare Operating
- ◆ Impact Fees

STREET OPERATING FUND

The Street Operating Fund is used to maintain and improve the City's network of streets, sidewalks and trails. The funding comes from a variety of sources, including the State-shared portion of the fuel tax and a portion of the utility taxes (one percent of the first six percent). These sources provide funding for debt service on street bonds and operations of the Transportation and Street Maintenance Divisions. Effective in 2013, Council adopted a local business and occupation tax to provide ongoing funding for street maintenance and capital projects. Effective in January 2015, an additional 10.6 percent solid waste utility tax was enacted and is earmarked for residential streets major maintenance and capital.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 11,034,023	\$ 13,861,520	\$ 13,861,516	\$ 17,938,713	\$ 13,345,370
Revenues					
Taxes					
Water Utility Tax	242,942	261,380	152,468	270,070	279,610
Sewer Utility Tax	259,778	271,620	162,749	279,590	284,040
Drainage Utility Tax	332,244	357,610	218,467	369,820	379,570
Electric Utility Tax	1,404,524	1,461,230	917,759	1,500,690	1,507,020
Gas Utility Tax	427,220	418,820	363,823	428,030	504,280
Garbage Utility Tax	5,738,430	5,666,380	3,694,852	5,808,040	6,144,660
Telephone Utility Tax	243,554	239,410	142,518	237,020	221,090
Licenses and Permits	529,871	563,740	280,814	563,740	563,740
Intergovernmental Revenue	2,714,559	2,746,010	1,615,862	2,756,120	2,701,690
Charges for Services	3,188,056	732,480	866,866	745,180	640,430
Miscellaneous Revenue	(144,785)	84,150	280,001	84,150	190,540
Operating Revenues	14,936,394	12,802,830	8,696,180	13,042,450	13,416,670
Transfers In - General Fund	6,524,902	3,723,080	-	3,713,430	3,870,600
Transfers In - Other Sources	13,130	4,025,000	-	4,100,000	4,300,000
Total Revenues	21,474,426	20,550,910	8,696,180	20,855,880	21,587,270
Changes:					
Internal Utility Taxes (Water, Sewer, Drainage)					23,740
Electric, Garbage, Gas Utility Taxes					419,200
Telephone Utility Tax					(15,930)
Fuel Tax					(54,430)
Planning/Development Services					(104,750)
Interest Income					106,390
Transfer In from General Fund					157,170
Transfer In from Other Sources					200,000
Total Changes					731,390

STREET OPERATING FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
Expenditures					
Street Operations					
Salaries & Benefits	1,562,961	1,748,410	1,026,677	1,753,270	1,845,520
Supplies	672,929	573,350	325,455	581,970	579,580
Services & Charges	5,108,822	6,318,220	3,205,814	6,365,900	6,579,490
Vehicles & Equipment	16,335	177,500	295,209		
Cost Allocation	(190,073)	(290,000)	(64,825)	(290,000)	(290,000)
Transfers Out - Debt Service	2,139,094	1,777,060	850,193	1,717,720	1,717,720
Transfers Out - Projects	150,000				
Lifecycle					
Salaries & Benefits	175,400	169,300	93,832	176,720	559,510
Supplies	688,722	267,860	209,637	273,200	273,200
Services & Charges	1,492,085	5,061,850	584,944	5,141,960	4,752,410
Vehicles & Equipment	15,315	267,500	11,505		100,000
Cost Allocation	(4,852)		(4,383)		
Transfers Out - Debt Service	78,178	35,270			
Transfers Out - Projects	5,475,340	3,684,000	577,200	3,704,000	3,704,000
PW Engineering					
Salaries & Benefits	7,122,814	7,160,910	4,143,376	7,200,300	7,812,700
Supplies	45,980	82,240	37,378	83,860	79,940
Services & Charges	1,604,031	1,993,470	1,165,724	2,121,550	2,170,550
Cost Allocation - Engr Services	(7,506,146)	(7,959,880)	(4,844,393)	(8,117,140)	(8,460,280)
Total Expenditures	18,646,932	21,067,060	7,613,345	20,713,310	21,424,340
Changes:					
Salaries & Benefits					
Wage Increases - CPI and union contracts					326,680
Worker's Comp Increase					19,990
Other Adjustments					12,110
Allocations					
Central Cost					(35,970)
Facilities					39,150
Liability Insurance					(34,930)
Other Allocations					(29,690)
Move GIS Division from IT to PW					382,450
Federal Lobbyist					16,670
Engineering Allocation					(252,210)
Utility Clearing Allocation					267,280
Transportation Signal Technician Position					139,770
Landscape Maintenance Crew					323,540
Offset to Contractor Services and Street Trees					(463,810)
Total Changes					711,030
Change in Fund Balance	2,827,493	(516,150)	1,082,835	142,570	162,930
ESTIMATED ENDING FUND BALANCE	\$ 13,861,516	\$ 13,345,370	\$ 14,944,352	\$ 18,081,283	\$ 13,508,300

STREET OPERATING FUND PROJECTS

	2024 Adopted Budget	2024 Proposed Budget
Revenues		
Transfers In - General Fund	\$ 199,600	\$ 954,410
Transfers In - Capital Resources Fund	200,000	200,000
Total Revenues	399,600	1,154,410
Capital Projects & Expenditures		
Unallocated Street Projects	200,000	200,000
Graffiti Removal		750,000
Litter Strike Team	199,600	204,410
Total Expenditures	399,600	1,154,410
Revenues Less Expenditures	\$ -	\$ -

LEOFF 1 RETIREE BENEFITS FUND

The LEOFF1 Retiree Benefits Fund was established to segregate funding and costs associated with the City's responsibility to cover any medical and health-related costs not covered by Medicare or other programs. There are approximately 62 former police and fire employees who retired under LEOFF1 and are covered under this program. Funding for these obligations comes from the General Fund.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 1,271,468	\$ 1,015,710	\$ 1,015,707	\$ 724,437	\$ 724,440
Revenues					
Interest Income	(44,400)	10,500	17,746	10,500	24,180
Contributions	867,649	976,330	447,226	995,850	995,850
Miscellaneous	46,502	53,060	51,187	54,120	54,120
Transfers In	250,000	250,000		250,000	250,000
Total Revenues	1,119,751	1,289,890	516,159	1,310,470	1,324,150
Changes:					
Interest Income					13,680
Total Changes					13,680
Expenditures					
Blue Cross Claims	709,825	855,030	281,743	875,060	875,060
Blue Cross Admin Fees	33,888	43,390	38,712	44,260	44,260
Delta Dental Claims	16,183	34,540	4,703	35,230	35,230
Delta Dental Admin Fees	4,586	5,380	12,320	5,490	5,490
Vision Service Plan Claims	3,719	4,800	855	4,900	4,900
Vision Service Plan Admin Fees	1,654	1,870	999	1,910	1,910
Stop Loss Fees	88,424	54,650	51,870	55,740	55,740
Medical Reimbursements	352,344	562,440	172,998	573,690	573,690
Other Professional Services	164,890	19,060	14,822	16,520	16,520
Total Expenditures	1,375,512	1,581,160	579,024	1,612,800	1,612,800
Change in Fund Balance	(255,761)	(291,270)	(62,865)	(302,330)	(288,650)
ESTIMATED ENDING FUND BALANCE	\$ 1,015,707	\$ 724,440	\$ 952,842	\$ 422,107	\$ 435,790

LODGING TAX FUND

The Lodging Tax Fund is used to account for the one percent tax allowed by RCW 67-28-180 on lodging at hotels, motels, and similar establishments, including bed and breakfasts and RV parks within Kent. These revenues may be used solely for tourism promotion and for the acquisition and/or operation of tourism-related facilities. Tourism promotion is defined as “activities, operations, and expenditures designed to increase tourism, including advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of or the operation of special events and festivals designed to attract tourists.”

The Lodging Tax Advisory Board meets quarterly and sets the plan for spending funds within the parameters allowed by the RCW. Recent uses of the funds include marketing accesso ShoWare Center, support for the Chamber of Commerce, sponsorship of special events that bring hotel guests and branding activities.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 129,210	\$ 450,240	\$ 450,235	\$ 461,615	\$ 461,620
Revenues					
Lodging Tax	280,772	278,630	136,032	284,200	284,200
Interest Income	(37)	1,630	6,989	1,630	4,610
Transfers In	285,000				
Total Revenues	565,735	280,260	143,021	285,830	288,810
Changes:					
Interest Income					2,980
Total Changes					2,980
Expenditures					
Servives & Charges	220,660	250,000	197,442	255,000	255,000
Interfund Charges	24,050	18,880	5,180	19,520	19,230
Total Expenditures	244,710	268,880	202,622	274,520	274,230
Changes:					
Central Cost Allocation					(290)
Total Changes					(290)
Change in Fund Balance	321,025	11,380	(59,601)	11,310	14,580
ESTIMATED ENDING FUND BALANCE	\$ 450,235	\$ 461,620	\$ 390,634	\$ 472,925	\$ 476,200

YOUTH / TEEN FUND

The Youth / Teen Fund was created to provide recreational activities for youth and teens in the City. The funding comes from a small portion of the utility taxes (0.3 percent of the first six percent). The Youth/Teen Fund transfers funds to the General Fund for a variety of youth and teen activities, such as after-school programs, mobile technology, playground programs, the Phoenix Academy and teen internships, as well as funding the Teen Golf Program.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 394,811	\$ 491,000	\$ 491,003	\$ 482,625	\$ 491,000
Revenues					
Taxes:					
Water Utility Tax	72,882	78,410	45,800	81,180	84,150
Sewer Utility Tax	78,289	81,860	48,888	84,260	85,600
Drainage Utility Tax	99,673	107,280	65,625	110,950	113,870
Electric Utility Tax	421,357	438,370	275,328	450,210	452,100
Gas Utility Tax	128,166	125,640	109,147	128,410	151,280
Garbage Utility Tax	148,408	146,540	95,557	150,210	158,910
Telephone Utility Tax	73,066	71,820	42,755	71,110	66,330
Total Revenues	1,021,842	1,049,920	683,100	1,076,330	1,112,240
Changes:					
Water Utility Tax					2,970
Sewer Utility Tax					1,340
Drainage Utility Tax					2,920
Electric Utility Tax					1,890
Gas Utility Tax					22,870
Garbage Utility Tax					8,700
Telephone Utility Tax					(4,780)
Total Changes					35,910
Expenditures					
Transfer to GF Youth/Teen Program	877,370	1,001,300		1,027,360	1,063,490
Internal Allocations	6,280	6,620	3,862	6,970	6,750
Teen Golf Program	42,000	42,000		42,000	42,000
Total Expenditures	925,650	1,049,920	3,862	1,076,330	1,112,240
Changes:					
Transfer to GF Youth/Teen Program					36,130
Central Cost Allocation					(220)
Total Changes					35,910
Change in Fund Balance	96,192	-	679,239	-	-
ESTIMATED ENDING FUND BALANCE	\$ 491,003	\$ 491,000	\$ 1,170,242	\$ 482,625	\$ 491,000

CAPITAL RESOURCES FUND

The Capital Resource Fund is the major source of general government capital funding in the City. The funding comes from a portion of the sales and use tax, all of the real estate excise tax, and a portion of the internal utility tax (four percent of 13 percent). The Capital Resources Fund pays for debt service on bonds issued for capital projects and pay-as-you-go capital projects for general governmental purposes, including parks and information technology.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$24,284,992	\$30,961,920	\$30,961,924	\$24,613,189	\$ 23,813,260
Revenues					
Taxes:					
Sales & Use Tax	6,903,787		1,189,020		
Utility Tax - 2% int util tax	3,339,854				
Property Taxes		17,320,430	9,458,920	17,666,850	17,866,920
Real Estate Excise Tax	5,361,862	2,250,000	1,169,994	2,000,000	2,000,000
Streamlined Sales Tax	3,250,857	2,600,690	1,444,825	2,080,550	2,080,550
Miscellaneous Revenue	(241,095)	166,740	463,535	166,740	325,950
Transfers In - GF	25,000	147,050	122,050	25,000	150,000
Transfers In - Other	250,000				
Parks Capital and Lifecycle Maintenance					
Real Estate Excise Tax	5,361,862	2,250,000	1,169,994	2,000,000	2,000,000
Parks Impact Fees	624,075		105,853		
Miscellaneous Revenue	(229,241)	84,310	135,387	84,310	117,450
Transfer in - Parks B&O	2,507,180				
Transfer in - CRF Annual Allocation		2,750,000		2,805,000	2,805,000
Transfer in - Projects	175,675				
Total Revenues	27,329,816	27,569,220	15,259,579	26,828,450	27,345,870
Changes:					
Property Taxes					200,070
Interest Income					192,350
Transfer In for 2024 Comprehensive Plan Update - TLT Planner					125,000
Total Changes					517,420
Expenditures					
General Capital					
Internal Allocations	230,698	168,720	104,617	177,910	168,120
Annual Capital Allocation					
Streets		8,250,000	328,000	8,420,000	8,420,000
Parks		2,750,000		2,805,000	2,805,000
Information Technology		1,770,000	320,000	1,683,000	1,647,000
Transfer to Debt Service	4,320,733	4,519,970	757,520	4,561,840	4,561,840
Transfer to ShoWare Lifecycle	300,000	300,000		300,000	300,000
Transfer to Capital Projects:					
IT Capital Projects	4,499,193	1,752,000	72,700	820,000	1,171,000
East Hill Operations Improvements	3,089,420	3,000,000			

CAPITAL RESOURCES FUND

	2022 Actual	2023 Adjusted Budget	2023 August YTD	2024 Adopted Budget	2024 Proposed Budget
Citywide Training Room	100,000				
Facilities Card Access	330,000				
City Hall Improvements	705,000				
Internal Service Consultant	250,000				
Meet Me on Meeker 64th Ave	340,000				
Park Buildings	715,000				
Sr. Center Solar Grant Matching		120,000	12,000		
Property Sales	17,361				
Meet Me on Meeker	(340,000)				
Facilities Reinvestment Fund		5,000,000		5,000,000	5,000,000
Kent East Hill Operations Center Phase 2				4,773,060	4,773,060
Siemens HVAC Control Upgrade		230,000	106,000		
PD HQ Cooling Tower Upgrade		223,750			
Kent Police Department Facility Upgrade				350,000	350,000
Police Firing Range Upgrade		53,260		350,000	350,000
Automate Shops Parking Gate		12,940			
Comprehensive Plan Update 2024		122,050	99,280		125,000
Security Camera Software Upgrade					200,000
Neighborhood Grant Matching	2,640	25,000	438	25,000	25,000
Parks Capital and Lifecycle Maintenance					
Parks Capital Projects	5,557,180	4,280,750	427,700	4,477,500	5,535,500
Parks Payroll Clearing	64,375	797,770	141,381	843,020	858,850
Parks Lifecycle Maintenance	471,284	1,341,670	833,332	520,200	520,200
Total Expenditures	20,652,884	34,717,880	3,202,970	35,106,530	36,810,570
Changes:					
General Capital					
Central Cost Allocation					(9,790)
Comprehensive Plan Update 2024 - TLT Planner					125,000
Transfer Out to Projects					
Web Application Firewall Implementation					90,000
Intranet Redesign					225,000
Security Upgrades for City Facilities					200,000
Parks Capital					
Salaries & Benefits					
Wage Increases - CPI and union contracts					6,010
Worker's Comp Increase					2,150
Other Adjustments					4,150
Allocations					3,520
Transfer Out to Projects					1,058,000
Total Changes					1,704,040
Change in Fund Balance	6,676,932	(7,148,660)	12,056,609	(8,278,080)	(9,464,700)
ESTIMATED ENDING FUND BALANCE	\$30,961,924	\$ 23,813,260	\$43,018,533	\$ 16,335,109	\$ 14,348,560

CRIMINAL JUSTICE FUND

The Criminal Justice Fund is used to account for revenues that are restricted to criminal justice purposes, including a voter approved 0.1 percent sales tax, state shared revenues and grants. The City Council has further restricted the use of the sales tax, dedicating 11 percent to domestic violence. The Criminal Justice Funds are currently used to pay a portion of police costs and a large percentage of the prosecuting attorney costs in the Law Department, which includes domestic violence programs.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 10,513,875	\$ 11,069,150	\$ 11,069,148	\$ 8,554,489	\$ 7,190,590
Revenues					
Sales & Use Tax	4,982,653	4,624,920	2,870,647	4,717,420	4,820,470
Intergovernmental Revenue	991,282	768,180	714,919	726,490	751,270
Charges for Services	8,100				
Fines and Forfeitures	4,482,243	4,718,920	2,722,140	6,042,730	6,042,730
Miscellaneous Revenue	(282,605)	81,540	201,811	93,690	250,930
Transfers In	137,780	199,750		147,960	147,020
Total Revenues	10,319,453	10,393,310	6,509,516	11,728,290	12,012,420
Changes:					
Criminal Justice Sales Tax					103,050
State Shared Revenues					24,780
Interest Income					57,340
Opioid Settlement Funds					99,900
Transfer in for Body-Worn Camera Specialty Pay					(940)
Total Changes					284,130
Expenditures					
Salaries & Benefits	4,658,366	5,389,600	3,308,496	5,917,420	6,148,640
Supplies	347,136	573,890	344,693	520,470	579,790
Services & Charges	3,626,306	3,877,050	1,711,968	4,026,790	4,376,690
Vehicles & Equipment	512,561	1,808,020	161,660	966,000	1,316,000
Transfers Out	619,810	2,623,310		490,590	504,320
Total Expenditures	9,764,180	14,271,870	5,526,816	11,921,270	12,925,440

CRIMINAL JUSTICE FUND

	2022 Actual	2023 Adjusted Budget	2023 August YTD	2024 Adopted Budget	2024 Proposed Budget
Changes:					
Salaries & Benefits					
Wage Increases - CPI and union contracts					83,120
Medical Decrease - Remove 5% rate increase					(52,750)
Worker's Comp Increase					31,570
Other Adjustments					5,520
Allocations					
Central Cost					(15,560)
Fuel					(770)
IT					(23,470)
Liability Insurance					289,020
Multimedia					10
Use of Opioid Settlement Funds					99,900
Transfers Out					
Body-Worn Camera Specialty Pay					13,730
In-Car Camera Program					
Equipment					250,090
Prosecutor Position					96,850
Public Disclosure Analyst Position					66,910
Investigative Technology					100,000
Cell Phone Upgrades					60,000
Total Changes					1,004,170
Change in Fund Balance	555,273	(3,878,560)	982,700	(192,980)	(913,020)
ESTIMATED ENDING FUND BALANCE	\$ 11,069,148	\$ 7,190,590	\$ 12,051,848	\$ 8,361,509	\$ 6,277,570

CRIMINAL JUSTICE FUND PROJECTS

	2024 Adopted Budget	2024 Proposed Budget
Revenues		
Transfers In - Capital Resources Fund	\$ 350,000	\$ 350,000
Total Revenues	350,000	350,000
Capital Projects & Expenditures		
Police Firing Range Upgrades	350,000	350,000
Total Expenditures	350,000	350,000
Revenues Less Expenditures	\$ -	\$ -

HUMAN SERVICES FUND

The Human Services Fund is used to provide a portion of the social services within the City utilizing Community Development Block Grant awards from HUD. These revenues fund the Home Repair Program and contracts with local service providers.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
BEGINNING FUND BALANCE	\$ 1,139,615	\$ 2,546,750	\$ 2,546,748	\$ 2,544,857	\$ 2,546,750
Revenues					
Block Grants - CDBG	1,542,809	1,151,180	481,792	1,159,020	1,159,020
Affordable Housing Sales Tax	4,220,533	4,100,220	2,434,119	4,119,640	4,372,640
Transfers In		1,750,000	1,750,000		
Total Revenues	5,763,341	7,001,400	4,665,911	5,278,660	5,531,660
Changes:					
HB 1590 Affordable Housing Sales Tax					253,000
Total Changes					253,000
Expenditures					
Salaries & Benefits	888,034	1,009,220	592,516	1,035,990	1,079,050
Supplies	100,503	2,040	67,828	2,080	2,080
Services & Charges	752,085	3,280,410	228,422	1,515,950	1,589,890
Equipment		163,200	42,995	166,460	166,460
Transfers Out	2,615,585	2,546,530		2,558,180	2,709,980
Total Expenditures	4,356,208	7,001,400	931,761	5,278,660	5,547,460
Changes:					
Transfer to Affordable Housing Projects					151,800
Affordable Housing Operational Expenses - Parks					35,420
Affordable Housing Operational Expenses - Police					81,580
Total Changes					268,800
Expenditures by Program					
Affordable Housing Sales Tax - Parks				544,660	580,080
Affordable Housing Sales Tax - Police	58,361			1,016,800	1,098,380
Homelessness Task Force	139,453			49,000	49,000
Cares Act	533,557				
Planning & Administration	184,791			253,830	253,830
Home Repair	669,737			675,470	675,470
Service Providers	154,723			180,720	180,720
Transfers Out	2,615,585			2,558,180	2,709,980
Total Expenditures by Program	4,356,208	-	-	5,278,660	5,547,460
Change in Fund Balance	1,407,133	-	3,734,150	-	(15,800)
BEGINNING FUND BALANCE	\$ 2,546,748	\$ 2,546,750	\$ 6,280,898	\$ 2,544,857	\$ 2,530,950

HUMAN SERVICES FUND PROJECTS

	2024 Adopted Budget	2024 Proposed Budget
Revenues		
Transfers In - Human Services Operating Fund	\$ 2,558,180	\$ 2,709,980
Transfers In - General Fund		239,650
Total Revenues	2,558,180	2,949,630
Capital Projects & Expenditures		
HB1406 Affordable Housing Project	216,000	216,000
HB1590 Affordable Housing Project	2,342,180	2,493,980
Senior Center Levy Positions Gap Funding		239,650
Total Expenditures	2,558,180	2,949,630
Revenues Less Expenditures	\$ -	\$ -

CITY ARTS PROGRAM FUND

The City Arts Program Fund is used to collect and account for the annual remainder of the General Fund \$2 per capita dedicated to the program. In the General Fund, the equivalent of one employee and related supplies and services are funded with the \$2 per capita. At the end of each year, the remaining balance is transferred to the City Arts Program Fund to accumulate and provide funding for art acquisition and projects.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
BEGINNING FUND BALANCE	\$ 590,738	\$ 596,730	\$ 596,733	\$ 596,733	\$ 596,730
Revenues					
Transfers In - General Fund	136,681	112,700		107,930	110,330
Total Revenues	136,681	112,700	-	107,930	110,330
Changes:					
City Arts Program - update Population					2,400
Total Changes					2,400
Expenditures					
Supplies	12,020	14,410	15,780	14,700	14,700
Services & Charges	46,932	98,290	5,440	93,230	95,630
Art	71,733				
Total Expenditures	130,685	112,700	21,220	107,930	110,330
Changes:					
Central Cost Allocation					40
City Arts Program - update Population					2,360
Total Changes					2,400
Change in Fund Balance	5,996	-	(21,220)	-	-
ENDING FUND BALANCE	\$ 596,733	\$ 596,730	\$ 575,513	\$ 596,733	\$ 596,730

SHOWARE OPERATING FUND

The ShoWare Operating Fund is used to track the operations of the 6,000-seat events center. The funding comes from the portion of admissions tax generated by the events center, as well as a contribution from the General Fund. The Capital Resources Fund provides regular funding for lifecycle maintenance and replacements.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 3,978,742	\$ 2,366,390	\$ 1,691,389	\$ 1,730,283	\$ 1,063,720
Revenues					
General Contributions	49,044		75,334		
Other Revenue	676,148		1,395		
Transfer In - General Fund	818,076	850,000		850,000	850,000
Transfer In - Capital Resources	300,000	300,000		300,000	300,000
Total Revenues	1,843,267	1,150,000	76,728	1,150,000	1,150,000
Expenditures					
Services & Charges	2,305,792	868,290	534,814	914,020	1,067,290
Lifecycle Expenses	45,990	2,500,000	1,149,194	325,000	770,000
Capital Outlay	1,778,838				
Debt Service - Principal		61,330		61,330	61,330
Total Expenditures	4,130,620	3,429,620	1,684,008	1,300,350	1,898,620
Changes:					
Property Insurance					153,950
IT Software Maintenance Allocation					(680)
Capital Repair and Replacements					445,000
Total Changes					598,270
Change in Fund Balance	(2,287,353)	(2,279,620)	(1,607,280)	(150,350)	(748,620)
ESTIMATED ENDING FUND BALANCE	\$ 1,691,389	\$ 86,770	\$ 84,109	\$ 1,579,933	\$ 315,100

IMPACT FEE TRUST FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues					
School Impact Fees	1,140,098	1,703,740	340,230	1,746,370	1,746,370
Fire Impact Fees	2,009,008	2,443,240	226,319	2,504,380	2,504,380
Interest Income	3,073	3,860	1,941	3,860	1,210
Total Revenues	3,152,179	4,150,840	568,490	4,254,610	4,251,960
Expenditures					
Services & Charges	3,152,179	4,150,840	532,908	4,254,610	4,251,960
Total Expenditures	3,152,179	4,150,840	532,908	4,254,610	4,251,960
Change in Fund Balance	-	-	35,582	-	-
ESTIMATED ENDING FUND BALANCE	\$ -	\$ -	\$ 35,582	\$ -	\$ -

AMERICAN RESCUE PLAN ACT PROJECT (MANAGEMENT PROJECT FUND)

	Total Budget	2022 Actual	2023 Budget	2024 Budget	Remaining Budget
Revenues					
American Rescue Plan Act Grant	28,172,327				3,588,577
Total Revenues	28,172,327	-	-	-	3,588,577
Expenditures					
Human Services & Equity					
Building Resiliency Fund	1,750,000	-			1,750,000
Race & Equity Coordinator TLT	328,920	100,337	109,220	119,360	3
Community Business Connectors (Navigator)	400,000	-			400,000
Equity & Inclusion Speaker Series	150,000	16,033	100,000		33,967
Translation of City Documents	300,000	-	150,000		150,000
Human Services Planner TLT/Contractor	100,000	-	100,000	-	-
Data Collection Setup	100,000	-			100,000
Cultural Competency Training	173,250	154,000			19,250
Race & Equity Strategic Plan	800,000	-	800,000		-
Sidewalk Grant Matching	500,000	-			500,000
Community Court	100,000	-	100,000		-
Human Services & Equity Total	4,702,170	270,369	1,359,220	119,360	2,953,221
Economic Development					
FlexFund Contribution	2,750,000	1,650,000			1,100,000
Washington Space Consortium	450,000	-			450,000
STEM Education	600,000	-			600,000
ANEW Pre-apprenticeship Program	50,000	-			50,000
Project Feast	160,000	11,931			148,069
Support Child Care Expansion	600,000	-			600,000
Business Accelerator Network	400,000	-			400,000
Expand Business Technical Assistance	225,000	-			225,000
Meet Me on Meeker	500,000	-			500,000
Willis Street/Naden Avenue Improvements	2,800,000	194,850			2,605,150
Economic Development Total	8,535,000	1,856,781	-	-	6,678,219
Infrastructure					
East Hill North Park	1,000,000	-			1,000,000
Military/Veterans Drive	1,000,000	645			999,355
Printshop Successors Project	302,040	274,358			27,682
Council Office Move & Technology Upgrade	280,000	-			280,000
GIS Analyst TLT	395,100	90,550	146,450	158,100	(0)
Network Security Engineer TLT	513,880	143,141	173,350	197,390	(1)
Teleconferencing Room Hardware	75,000	-			75,000
Customer Service Counter Improvements	1,045,000	4,821			1,040,179
Infrastructure Total	4,611,020	513,516	319,800	355,490	3,422,214

AMERICAN RESCUE PLAN ACT PROJECT (MANAGEMENT PROJECT FUND)

	Total Budget	2022 Actual	2023 Budget	2024 Budget	Remaining Budget
Revenue Loss					
Graffiti Removal/Uplift Program	950,000	-		750,000	200,000
Fleet Vehicle Replacements	2,250,000	337,305			1,912,695
Executive Assistant/Management Analyst	188,260		69,630	118,630	-
HR Analyst TLT	144,250		144,250	-	-
Senior App Developer TLT	362,300		175,510	186,790	-
Technical Lead TLT	329,170		175,510	153,660	-
Maintenance Worker 2	210,550		117,440	93,110	-
Volunteer Coordinator	292,290		148,880	143,410	-
Senior Center Coordinator TLT	214,280		102,460	111,820	-
Hazard Tree Removal	250,000		250,000		-
Corrections Officer	264,550		129,670	134,880	-
Records Specialist	229,090		119,230	109,860	-
Evidence Supervisor	280,070		136,750	143,320	-
Business Systems Analyst	373,090		182,440	190,650	-
Litter Strike Team - (2) MW2's	397,660		193,250	204,410	-
Revenue Loss Total	6,735,560	337,305	1,945,020	2,340,540	2,112,695
Total Expenditures	24,583,750	2,977,971	3,624,040	2,815,390	18,754,926

DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of resources to be used for the retirement of general long-term debt. The City has two types of long-term debt for which resources are accumulated: general obligation (voted and councilmanic) and special assessment debt. Payment of voted debt service is funded with proceeds from a special property tax levy. The City does not currently have any voted debt. Councilmanic long-term debt obligations are primarily funded with transfers from the special revenue funds (Street Operating and Capital Resources), as well as a small portion from the Water, Sewer and Drainage Utility Funds.

Special assessments are collected on local improvement districts. An assessment is levied on each property owner within the boundaries of the improvement district and are generally paid over ten years. The annual proceeds are used to retire special assessment debt incurred to complete the project, whether it's bonded debt or internally financed.

NON-VOTED DEBT SERVICE FUND

The City of Kent issues non-voted general obligation debt, often referred to as limited tax general obligation (LTGO) debt. The payments on this debt are primarily funded by transfers from the Capital Resources Fund. In addition, the Street Operating Fund covers street-related bond issues. Water and Sewerage Funds also transfers a small amount to cover their respective portions of the maintenance shop land.

As a result of the 2015 bond refunding, the City began accumulating fund balance in this fund to provide consistency in the annual payments from the Parks REET monies. The 2015 refunding was split into a taxable and non-taxable portion and to save on interest costs, the City structured payments to pay the taxable debt first and the tax-exempt debt afterward. Parks REET is responsible for the tax-exempt payments and will experience a significant increase in debt service beginning in 2021. Instead, Parks REET will pay a consistent annual debt service through the life of the debt (2024).

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 2,125,175	\$ 1,618,920	\$ 1,618,923	\$ 729,160	\$ 918,080
Revenues					
Intergovernmental	1,519,599	1,226,140	496,031	1,121,440	1,121,440
Transfers In	6,538,005	6,332,300	1,607,714	6,279,560	6,279,560
Total Revenues	8,057,603	7,558,440	2,103,745	7,401,000	7,401,000
Expenditures					
Debt Service - Principal	5,697,554	5,615,340	800,526	5,387,500	5,387,500
Debt Service - Interest	2,866,301	2,643,940	1,328,894	2,425,560	2,425,560
Total Expenditures	8,563,855	8,259,280	2,129,419	7,813,060	7,813,060
Expenditures by Bond Issue					
LTGO Refund 2012	856,900				
LTGO Refund 2014				942,450	942,450
LTGO Refund 2015	1,262,450			6,139,160	6,139,160
LTGO Refund 2016	5,612,650				
Excavator Lease 2018	39,256			731,450	731,450
Other Non-Voted Debt	792,599				
Total Expenditures	8,563,855	-	-	7,813,060	7,813,060
Change in Fund Balance	(506,252)	(700,840)	(25,674)	(412,060)	(412,060)
ESTIMATED ENDING FUND BALANCE	\$ 1,618,923	\$ 918,080	\$ 1,593,249	\$ 317,100	\$ 506,020

SPECIAL ASSESSMENT DEBT SERVICE FUND

Special assessments are assigned to specific parcels of real property, providing the funding source for the retirement of local improvement district (LID) bonds and notes. If the LID funded project is still under construction, the special assessment proceeds may be transferred directly to the project. All payments are supported solely by the amounts received from the property owners who derived benefit from the improvement.

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 274,884	\$ 313,120	\$ 313,116	\$ 321,216	\$ 349,220
Revenues					
Special Assessments	550,619	178,040	150,261	169,210	169,210
Interest Income	160,674	37,900	84,695	36,040	36,040
Other Revenue	8,959	22,060	29,681		
Total Revenues	<u>720,252</u>	<u>238,000</u>	<u>264,637</u>	<u>205,250</u>	<u>205,250</u>
Expenditures					
Transfers Out to Projects	675,490	201,900		191,810	191,810
Cost Allocations	6,530			6,220	
Total Expenditures	<u>682,020</u>	<u>201,900</u>	<u>-</u>	<u>198,030</u>	<u>191,810</u>
Changes:					
Central Cost Allocation					<u>(6,220)</u>
Total Changes					<u>(6,220)</u>
Change in Fund Balance	38,232	36,100	264,637	7,220	13,440
ESTIMATED ENDING FUND BALANCE	<u>\$ 313,116</u>	<u>\$ 349,220</u>	<u>\$ 577,753</u>	<u>\$ 328,436</u>	<u>\$ 362,660</u>

CAPITAL PROJECTS FUNDS

Capital Projects Funds are used to account for the financial resources segregated for the acquisition and/or construction of general government capital facilities and other major assets. Capital Projects Funds allow the City to carry over project budgets and costs from year to year until the project is completed. At year end, both completed and in-progress projects are capitalized in the General Fixed Asset Account Group.

Potential financing for capital project activity includes, but is not limited to:

- ◆ Transfers from the General Fund or special revenue funds, such as the Street Operating Fund and Capital Resource Fund
- ◆ Issuance of general obligation debt, voted and/or councilmanic
- ◆ Formation of a local improvement district
- ◆ Federal, state and/or county grants
- ◆ Other contributions, transportation impact fees and donations

STREET CAPITAL PROJECTS FUND

The Street Capital Projects Fund is used to account for financial resources to be used for the acquisition and/or construction of major street capital improvements.

	2024 Adopted	2024 Proposed
EST. BEGINNING FUND BALANCE	\$ 89,690	\$ 89,690
Revenues		
Investment Income	180,980	298,480
Transfers In - LID Funded Projects	191,810	191,810
Transfers In - Solid Waste Utility Tax	3,704,000	3,704,000
Transfers In - Capital Resources Fund	4,120,000	4,120,000
Total Revenues	8,196,790	8,314,290
Capital Projects & Expenditures		
In-house Overlays	250,000	250,000
Street Contracted	750,000	750,000
LID 362- 84th Avenue Rehabilitation	167,490	167,490
LID 363-224th-228th (EVH-88th)	24,320	24,320
Residential Street Contracted	3,705,140	3,734,420
Meet Me on Meeker 64th Avenue	1,000,000	1,000,000
Mill Creek at 76th Avenue Flood Prevention	1,500,000	1,500,000
SR 509 - Stage 1b - SR 516 Interchange Auxiliary Lane	250,000	250,000
SR 509 - Stage 2 - Southbound Auxiliary Lane	250,000	250,000
City Safety Transportation Program	120,000	120,000
Internal Cost Allocations	171,600	165,060
Total Expenditures	8,188,550	8,211,290
Change in Fund Balance	8,240	103,000
ESTIMATED ENDING FUND BALANCE	\$ 97,930	\$ 192,690

PARKS CAPITAL PROJECTS FUND

The Parks Capital Projects Fund is used to account for financial resources to be used for the acquisition and/or construction of major park facilities.

	2024 Adopted	2024 Proposed
EST. BEGINNING FUND BALANCE	\$ 194,860	\$ 194,860
Revenues		
Transfers In - Capital Resources Fund - Annual Allocation	2,805,000	2,805,000
Transfers In - REET 2	1,672,500	2,730,500
King County Levy	370,000	370,000
Interest Income	141,560	267,300
Total Revenues	4,989,060	6,172,800
Capital Projects & Expenditures		
Canterbury Park Improvements	100,000	
Clark Lake Park Phase 1 Development	500,000	500,000
Commons Neighborhood Park Improvements		100,000
Downtown Parks Improvements		250,000
Eastridge Park Renovation	150,000	150,000
Garrison Park Improvements	250,000	1,000,000
Hogan Park at Russell Road Phase 2 Renovation	350,000	350,000
Kiwanis Tot Lot #4 Renovation		30,000
KVLT - Old Fishing Hole Improvements	250,000	
KVLT - Meeker Parking Lot	355,000	355,000
Mill Creek Canyon/Earthworks Park Improvements	750,000	500,000
Mill Creek Canyon Trail Renovation	250,000	250,000
North Meridian Park Redevelopment	200,000	200,000
Park Land Acquisition Account	250,000	250,000
Park Operations Lifecycle	500,000	500,000
Park Planning and Design (Masterplan/Architect)	50,000	50,000
Park Planning and Development Operating	892,500	920,500
Springwood Park Renovation		500,000
Internal Cost Allocations	80,030	76,570
Total Expenditures	4,927,530	5,982,070
Change in Fund Balance	61,530	190,730
ESTIMATED ENDING FUND BALANCE	\$ 256,390	\$ 385,590

IT CAPITAL PROJECTS FUND

The IT Capital Projects Fund is used to account for the financial resources to be used for the acquisition and/or development of major technological equipment, software and other one-time projects.

	2024 Adopted	2024 Proposed
EST. BEGINNING FUND BALANCE	\$ 10,490	\$ 10,490
Revenues		
Interest Income	59,290	139,490
Transfers In - General Fund	350,560	340,430
Transfers In - Capital Resources Fund	2,503,000	2,818,000
Transfers In - IT Operating Fund	448,220	458,080
Total Revenues	3,361,070	3,756,000
Capital Projects & Expenditures		
HLC - Server Replacement	60,000	60,000
HLC - Telephony	60,000	60,000
HLC - Wireless Infrastructure Refresh	30,000	30,000
HLC - Data Center	100,000	100,000
HLC - Network Refresh	70,000	70,000
HLC - Security	153,000	153,000
HLC - Storage Expansion	30,000	30,000
HLC - UPS	30,000	30,000
HLC - Virtualization Infrastructure Refresh	100,000	100,000
SLC - Administration System Replacement Reserves	170,000	134,000
SLC - Law System Replacement Reserves	50,000	50,000
SLC - Police System Replacement Reserves	130,000	130,000
SLC - Human Resources System Replacement Reserves	70,000	70,000
SLC - Finance System Replacement Reserves	100,000	100,000
SLC - Parks System Replacement Reserves	100,000	100,000
SLC - Public Works System Replacement Reserves	150,000	150,000
SLC - Court System Replacement Reserves	50,000	50,000
SLC - Economic Development System Replacement Reserves	80,000	80,000
SLC - IT System Replacement Reserves	150,000	150,000

IT CAPITAL PROJECTS FUND

	2024 Adopted	2024 Proposed
MDC Refresh	100,000	165,590
Computer Refresh	263,220	292,490
Aerial Imagery Data Refresh	85,000	
B&O and Business License Enhancements	175,280	186,790
eConnect Replacement		36,000
Internet Infrastructure Assessment and Upgrade	275,000	275,000
Intranet Redesign		225,000
JDE Replacement	250,000	250,000
Laserfiche Integrations		76,840
Laserfiche Stabilization	45,000	45,000
Tiburon Replacement - JMS		38,400
Tiburon Replacement - RMS		38,400
Web Application Firewall		90,000
ZTA Program - Privileged Access Management Solution	250,000	250,000
Unallocated IT Projects	175,280	
Internal Cost Allocations	86,980	83,360
Total Expenditures	3,388,760	3,699,870
Change in Fund Balance	(27,690)	56,130
ESTIMATED ENDING FUND BALANCE	\$ (17,200)	\$ 66,620

FACILITIES CAPITAL PROJECTS FUND

The Facilities Capital Projects Fund is used to account for financial resources to be used for the acquisition, construction, or capital improvements of major City-owned facilities.

	2024 Adopted	2024 Proposed
EST. BEGINNING FUND BALANCE	\$ 56,460	\$ 56,460
Revenues		
Transfers In - Capital Resources Fund	10,123,060	10,323,060
Utility Funding	5,512,510	5,512,510
Facilities Lifecycle	202,100	90,000
Interest Income	33,180	66,390
Total Revenues	15,870,850	15,991,960
Capital Projects & Expenditures		
Facilities Reinvestment Fund	5,000,000	5,000,000
Kent East Hill Operations Center Phase 2	10,285,570	10,285,570
Security Camera Software Upgrade		200,000
Closed Circuit TV (CCTV)		10,000
Kent Police Department Facility Upgrade	350,000	350,000
Elevator Modernization		30,000
City Buildings - Exterior Painting	202,100	50,000
Internal Cost Allocations	7,050	6,800
Total Expenditures	15,844,720	15,932,370
Change in Fund Balance	26,130	59,590
ESTIMATED ENDING FUND BALANCE	\$ 82,590	\$ 116,050

OTHER CAPITAL PROJECTS FUND

The Other Capital Projects Fund is used to account for financial resources to be used for the acquisition, construction, or capital improvements of major City-wide projects not included in other capital funds..

	2024 Adopted	2024 Proposed
EST. BEGINNING FUND BALANCE	\$ 18,120	\$ 18,120
Revenues		
Interest Income	9,250	27,890
Media/Cable Sponsorships		153,000
Transfer In - General Fund	1,000,000	
Total Revenues	1,009,250	180,890
Capital Projects & Expenditures		
Internal Cost Allocations	180	190
PEG Fees		153,000
ARPA TBD	1,000,000	
Total Expenditures	1,000,180	153,190
Change in Fund Balance	9,070	27,700
ESTIMATED ENDING FUND BALANCE	\$ 27,190	\$ 45,820

ENTERPRISE FUNDS

Enterprise Funds are used to account for the financing of services provided to residents and the general public, where all or most of the costs are paid for by user charges. These enterprises are operated in a manner similar to a private sector business. All revenues and expenditures, including debt service and capital costs, are consolidated to provide a more complete financial presentation. An analysis can easily be made to see the relationship between user charges and the total cost of operation.

Kent currently operates five enterprise funds:

- ◆ Water Utility Fund
- ◆ Sewer Utility Fund
- ◆ Drainage Utility Fund
- ◆ Solid Waste Utility Fund
- ◆ Golf Complex Fund

WATER UTILITY FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$16,608,363	\$18,547,890	\$18,547,892	\$17,258,335	\$17,300,900
Revenues					
Charges for Services	24,297,038	26,140,790	15,252,608	27,010,600	27,972,480
System Dev/Connection Charges	1,081,656	2,032,550	1,064,385	2,073,210	2,073,210
Miscellaneous Revenue	(793,323)	845,890	795,427	856,020	1,258,770
Operating Revenues	<u>24,585,372</u>	<u>29,019,230</u>	<u>17,112,420</u>	<u>29,939,830</u>	<u>31,304,460</u>
Transfers In - Debt Service	3,067,975	2,501,400	778,276	3,146,100	3,146,100
Total Revenues	<u>27,653,347</u>	<u>31,520,630</u>	<u>17,890,695</u>	<u>33,085,930</u>	<u>34,450,560</u>
Changes:					
Water Sales Revenue					961,880
Interest Income					402,750
Total Changes					<u>402,750</u>
Expenditures					
Salaries & Benefits	3,377,451	4,392,480	2,185,489	4,394,500	4,634,620
Supplies	659,779	850,930	372,217	868,370	923,500
Services & Charges	10,685,575	13,184,290	7,055,467	13,264,550	13,584,180
Vehicles & Equipment	11,813	312,500	273,286		
Cost Allocation	(117,109)	(160,000)	(3,897)		(160,000)
Transfers to Capital Projects	5,151,340	9,184,620	1,135,900	10,207,980	10,907,980
Debt Service - Principal	1,843,750	1,375,000	280,000	2,085,000	2,085,000
Debt Service - Interest	1,078,661	1,126,400	650,915	1,061,100	1,061,100
Operating Expenditures	<u>22,691,260</u>	<u>30,266,220</u>	<u>11,949,376</u>	<u>31,881,500</u>	<u>33,036,380</u>
Transfers Out - Debt Service	3,022,558	2,501,400	778,276	3,146,100	3,146,100
Total Expenditures	<u>25,713,818</u>	<u>32,767,620</u>	<u>12,727,651</u>	<u>35,027,600</u>	<u>36,182,480</u>

WATER UTILITY FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
Changes:					
Salaries & Benefits					
Wage Increases - CPI and union contracts					78,400
Medical Decrease - Remove 5% rate increase					(120,610)
Worker's Comp Increase					460
Other Adjustments					(15,770)
Allocations					
Central Cost					(28,710)
Fuel					(4,870)
GIS					(118,280)
IT					(5,450)
Liability Insurance					(68,900)
Multimedia					30
Property Insurance					69,590
Engineering					88,530
Utility Clearing					157,780
Utility Taxes					125,040
Maintenance Worker 2 Term-Limited Position					120,110
Utility Succession Manager Term-Limited Position					177,530
Transfers to Capital Projects					700,000
Total Changes					1,154,880
Change in Fund Balance	1,939,529	(1,246,990)	5,163,044	(1,941,670)	(1,731,920)
ESTIMATED ENDING FUND BALANCE	\$18,547,892	\$17,300,900	\$23,710,936	\$15,316,665	\$15,568,980

WATER UTILITY FUND—CAPITAL PROJECTS

	2024 Adopted Budget	2024 Proposed Budget
Revenues		
Transfers In - Water Operating	\$ 8,300,000	\$ 9,000,000
Total Revenues	8,300,000	9,000,000
Capital Projects & Expenditures		
2023 Watermain		400,000
212th Treatment Plant Improvements		400,000
228th-Central-88th Waterline	1,000,000	
590 Zone Transmission (EH 640 PZ)	980,000	980,000
Clark & Kent Springs Chlorination Improvements	350,000	350,000
Miscellaneous Water	500,000	800,000
PLC Upgrades	35,000	35,000
Reservoir Recoating	500,000	500,000
Rock Creek Mitigation Projects	500,000	500,000
Security Improvements per VA	50,000	50,000
SR516/Covington Way - CSTM & KSTM	500,000	
Tacoma Intertie - Ongoing Capital	50,000	50,000
Transmission Easements	50,000	50,000
UPRR Hanger Replacement		50,000
Wapato Creek 509 Alexander Avenue		50,000
Watermain Replacements/Repairs	535,000	1,535,000
Well Rehabilitation	200,000	200,000
West Hill Booster Pump Station	1,400,000	1,400,000
West Hill Transmission Main	1,650,000	1,650,000
Total Expenditures	8,300,000	9,000,000
Revenues Less Expenditures	\$ -	\$ -

SEWER UTILITY FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 3,279,000	\$ 5,850,220	\$ 5,850,220	\$ 4,058,294	\$ 4,160,050
Revenues					
Charges for Services	35,586,515	37,209,480	22,277,616	38,301,270	38,910,810
System Dev/Connection Charges		18,620		18,990	18,990
Licenses and Permits	39,811	63,150	44,667	64,410	64,410
Miscellaneous Revenue	(13,571)	127,570	253,439	128,030	186,190
Total Revenues	35,612,755	37,418,820	22,575,723	38,512,700	39,180,400
Changes:					
Interest Income					58,160
Sewer Service Revenues					609,540
Total Changes					667,700
Expenditures					
Salaries & Benefits	1,482,093	1,698,760	1,017,678	1,712,280	1,867,410
Supplies	188,393	165,460	109,069	168,820	169,720
Services & Charges	30,680,748	32,829,620	18,982,518	33,449,630	33,825,110
Capital Outlay	1,569	117,000	117,002	57,000	57,000
Cost Allocation	(73,933)	(80,000)	(17,910)		(80,000)
Transfers to Capital Projects	762,665	4,378,150	55,100	3,084,230	4,869,230
Total Expenditures	33,041,535	39,108,990	20,263,457	38,471,960	40,708,470
Changes:					
Salaries & Benefits					
Wage Increases - CPI and union contracts					148,620
Medical Decrease - Remove 5% rate increase					(34,420)
Worker's Comp Increase					1,300
Other Adjustments					17,430
Allocations					
Central Cost					(20,960)
Liability Insurance					(83,910)
Engineering					73,430
Utility Clearing					58,820
Other Allocations					(13,910)
Utility Taxes					57,910
King County Passthrough					225,000
Utility Succession Manager Term-Limited Position					22,200
Transfer to Linda Heights Pump Station project					1,785,000
Total Changes					2,236,510
Change in Fund Balance	2,571,220	(1,690,170)	2,312,266	40,740	(1,528,070)
ESTIMATED ENDING FUND BALANCE	\$ 5,850,220	\$ 4,160,050	\$ 8,162,486	\$ 4,099,034	\$ 2,631,980

SEWER UTILITY FUND—CAPITAL PROJECTS

	2024 Adopted Budget	2024 Proposed Budget
Revenues		
Transfers In - Sewer Operating	\$ 1,765,000	\$ 3,550,000
Total Revenues	1,765,000	3,550,000
Capital Projects & Expenditures		
Horseshoe Acres Pump Station	1,000,000	1,000,000
Linda Heights Pump Station		1,785,000
Miscellaneous Pump Station Rehab	75,000	75,000
Miscellaneous Sewer	500,000	500,000
Sewer Main Replacements/Relining	140,000	140,000
Sewer Root Maintenance	50,000	50,000
Total Expenditures	1,765,000	3,550,000
Revenues Less Expenditures	\$ -	\$ -

DRAINAGE UTILITY FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
BEGINNING FUND BALANCE	\$ 20,802,848	\$16,762,890	\$16,762,891	\$12,442,636	\$13,723,120
Revenues					
Charges for Services	22,165,136	23,840,830	14,578,203	24,654,510	25,304,960
System Dev/Connection Charges	1,333,667	1,656,990	378,697	1,690,130	1,690,130
Miscellaneous Revenue	(865,385)	333,830	644,765	333,970	621,170
Contributed Capital Assets	1,069,733				
Operating Revenues	23,703,151	25,831,650	15,601,666	26,678,610	27,616,260
Transfers In - Debt Service	931,411	931,030	178,152	931,030	931,030
Total Revenues	24,634,562	26,762,680	15,779,818	27,609,640	28,547,290
Changes:					
Drainage Services Revenue					650,450
Interest Income					287,200
Total Changes					937,650
Expenditures					
Salaries & Benefits	4,311,401	5,008,860	2,717,862	5,019,760	5,203,050
Supplies	209,032	377,760	197,529	385,600	438,380
Services & Charges	10,950,688	13,147,560	7,109,807	12,262,180	13,448,890
Capital Outlay	943	147,500	156,692		
Cost Allocation	(972,065)	(1,040,000)	(622,198)		(1,040,000)
Transfers to Capital Projects	11,276,018	11,972,800	42,700	9,015,300	9,015,300
Transfer Out - General Fund		112,780		121,730	121,730
Debt Service - Principal	657,500	685,000	75,000	715,000	715,000
Debt Service - Interest	172,940	246,920	123,813	216,030	216,030
Operating Expenditures	26,606,458	30,659,180	9,801,204	27,735,600	28,118,380
Transfer Out - Debt Service	931,411	931,920	178,152	931,030	931,030
Total Expenditures	27,537,869	31,591,100	9,979,356	28,666,630	29,049,410

DRAINAGE UTILITY FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
Changes:					
Salaries & Benefits					
Wage Increases - CPI and union contracts					201,280
Medical Decrease - Remove 5% rate increase					(55,110)
Worker's Comp Increase					5,810
Other Adjustments					9,110
Allocations					
Central Cost					(31,890)
Facilities					3,630
Fuel					(27,220)
GIS					(118,280)
IT					(10,340)
Liability Insurance					39,270
Multimedia					770
Property Insurance					8,270
Engineering					90,250
Utility Clearing					118,190
Utility Taxes					126,840
Utility Succession Manager Term-Limited Position					22,200
Total Changes					382,780
Change in Fund Balance	(2,903,307)	(4,828,420)	5,800,462	(1,056,990)	(502,120)
ENDING FUND BALANCE	\$ 17,899,541	\$11,934,470	\$22,563,353	\$11,385,646	\$13,221,000

DRAINAGE UTILITY FUND—CAPITAL PROJECTS

	2024 Adopted Budget	2024 Proposed Budget
Revenues		
Transfer-In - Drainage Operating	\$ 6,730,000	\$ 6,730,000
Total Revenues	6,730,000	6,730,000
Capital Projects & Expenditures		
81st Avenue Pump Station	600,000	600,000
Drainage Property Maintenance	200,000	200,000
GRNRA Pump Station North	2,575,000	
GRNRA Security & Maintenance	50,000	50,000
Mill Creek Culvert Maintenance	250,000	250,000
Mill Creek Rehabilitation	1,705,000	4,280,000
Misc Environmental Projects	50,000	50,000
Miscellaneous Drainage	300,000	300,000
Pipe Replacements/Relining	1,000,000	1,000,000
Total Expenditures	6,730,000	6,730,000
Revenues Less Expenditures	\$ -	\$ -

SOLID WASTE UTILITY FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 271,510	\$ 540,270	\$ 540,274	\$ 431,655	\$ 396,890
Revenues					
Charges for Services	1,208,095	723,050	577,974	741,130	741,130
Intergovernmental	198,589	62,190	28,328		
Miscellaneous Revenue	13,101	3,620	6,415	3,650	9,070
Total Revenues	<u>1,419,785</u>	<u>788,860</u>	<u>612,717</u>	<u>744,780</u>	<u>750,200</u>
Changes:					
Interest Income					5,420
Total Changes					<u>5,420</u>
Expenditures					
Salaries & Benefits	210,247	165,180	103,928	164,780	172,010
Supplies	19,439	18,690	10,515	19,100	19,100
Services & Charges	716,512	686,180	407,951	690,920	740,590
Vehicles & Equipment	943		69,171		
Cost Allocation	(8,109)		(2,921)		
Project Expenditures	211,990	62,190	97,577		
Total Expenditures	<u>1,151,021</u>	<u>932,240</u>	<u>686,222</u>	<u>874,800</u>	<u>931,700</u>
Changes:					
Salaries & Benefits					
Wage Increases - CPI and union contracts					7,750
Medical Decrease - Remove 5% rate increase					(1,310)
Worker's Comp Increase					270
Other Adjustments					520
Allocations					
Central Cost					(150)
IT					(3,010)
Utility Clearing					52,830
Total Changes					<u>56,900</u>
Change in Fund Balance	268,764	(143,380)	(73,505)	(130,020)	(181,500)
ESTIMATED ENDING FUND BALANCE	<u>\$ 540,274</u>	<u>\$ 396,890</u>	<u>\$ 466,770</u>	<u>\$ 301,635</u>	<u>\$ 215,390</u>

UTILITY CLEARING FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
Expenditures					
Salaries & Benefits	\$ 7,661,035	\$ 8,865,820	\$ 4,883,506	\$ 8,973,850	\$ 9,416,990
Supplies	266,109	367,880	196,979	372,490	370,740
Services & Charges	2,270,452	2,620,480	1,569,505	2,618,920	2,880,750
Vehicles & Equipment	4,394	75,000	99,464		
Allocated to Utilities & Streets	(10,201,989)	(11,929,180)	(6,749,454)	(11,965,260)	(12,668,480)
Total Expenditures	-	-	-	-	-
Expenditures by Function					
Finance Customer Services	1,367,440	1,681,430	883,437	1,751,590	1,711,660
Finance Meter Services	571,727	694,140	388,515	682,180	696,970
PWO Administration	2,237,124	2,593,310	1,351,797	2,675,930	2,866,280
Streets Maintenance/Signs	2,542,107	2,672,330	1,563,889	2,669,430	2,925,000
PWO Warehouse	522,419	900,000	469,500	881,740	1,061,670
PWO Vegetation	2,961,172	3,387,970	1,837,987	3,304,390	3,406,900
Allocated to Utilities & Streets	(10,201,989)	(11,929,180)	(6,495,125)	(11,965,260)	(12,668,480)
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Changes:					
Wage Increases/(Decreases)					461,080
Benefits Increases/(Decreases)					30,990
Medical Decrease					(48,930)
Central Cost Allocation					(44,710)
Liability Insurance					310,350
Internal Allocations					(5,560)
Utility Clearing Allocation					(703,220)
Total Changes					-

GOLF COMPLEX FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 376,487	\$ 881,180	\$ 881,181	\$ 1,124,650	\$ 1,190,300
Revenues					
18 Hole Course	1,934,031	2,107,120	1,316,919	2,169,200	2,163,080
Driving Range	940,802	683,000	542,440	702,000	771,000
Merchandising	308,773	391,000	221,252	411,000	411,000
Miscellaneous Revenue	184,842	91,080	63,030	92,196	99,996
Transfer In	100,000	100,000		100,000	100,000
Total Revenues	3,468,448	3,372,200	2,143,641	3,474,396	3,545,076
Changes:					
Interest Income					(6,120)
Golf Range Fees					65,500
Long-Term Leases					7,800
Food Sales					3,500
Total Changes					70,680
Expenditures					
Salaries & Benefits	1,555,474	1,689,120	1,042,951	1,712,970	1,802,840
Supplies	537,273	525,600	348,037	536,140	606,590
Services	749,621	829,860	509,469	819,550	830,070
Debt Service - Principal	115,232				
Debt Service - Interest	6,153				
Transfer To Golf Capital Projects		18,500		35,000	35,000
Total Expenditures	2,963,754	3,063,080	1,900,456	3,103,660	3,274,500
Changes:					
Salaries & Benefits					83,290
Wage Increases - CPI and union contracts					2,410
Medical Decrease - Remove 5% rate increase					(1,410)
Worker's Comp Increase					5,580
Allocations					(6,220)
Central Cost					11,130
Facilities					2,810
Fuel					(3,420)
IT					4,860
Liability Insurance					260
Multimedia					2,280
Property Insurance					69,270
Total Changes					170,840
Change in Fund Balance	504,694	309,120	243,185	370,736	270,576
ESTIMATED ENDING FUND BALANCE	\$ 881,181	\$ 1,190,300	\$ 1,124,367	\$ 1,495,386	\$ 1,460,876

GOLF FUND—CAPITAL PROJECTS

	2024 Adopted Budget	2024 Proposed Budget
Revenues		
Transfers In - General Fund	\$ 100,000	\$ 100,000
Transfers In - Golf Fund	35,000	35,000
Total Revenues	135,000	135,000
Capital Projects & Expenditures		
Unallocated Golf Projects	135,000	135,000
Total Expenditures	135,000	135,000
Revenues Less Expenditures	\$ -	\$ -

INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of specific services performed by organizations within the City for other organizations within the City. In this manner, the efficiency of centralized City services can be obtained while still being able to distribute the cost of these services to user organizations. These services are "sold" to other funds at cost plus a reserve for future needs.

The City maintains the following Internal Service Funds:

- ◆ Fleet Services—acquisition, maintenance and lifecycle replacement of vehicles and equipment
- ◆ Central Stores— postage and office supplies
- ◆ Multimedia—cable media, printing and graphics
- ◆ Information Technology—acquisition, maintenance and lifecycle replacement of technology equipment and software systems
- ◆ Facilities—acquisition, maintenance and lifecycle renovations of buildings and grounds
- ◆ Insurance—self-insurance, including unemployment, workers compensation, employee health and wellness, liability and property

FLEET SERVICES FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 4,046,745	\$ 6,975,010	\$ 6,975,009	\$ 7,298,281	\$ 3,242,280
Revenues					
Fleet Operations	3,535,291	3,420,290	1,997,729	3,500,970	3,481,180
Fleet Replacement	1,958,750	4,245,690	2,476,653	3,170,060	3,170,060
Contributed Capital Assets	414,801				
Miscellaneous Revenue	21,185	78,570	304,551	79,190	128,340
Operating Revenues	<u>5,930,027</u>	<u>7,744,550</u>	<u>4,778,932</u>	<u>6,750,220</u>	<u>6,779,580</u>
Transfers In	2,250,626	461,720		367,980	402,340
Total Revenues	<u>8,180,653</u>	<u>8,206,270</u>	<u>4,778,932</u>	<u>7,118,200</u>	<u>7,181,920</u>
Changes:					
Interest Income					49,150
Fuel Contribution					(19,790)
Transfer In - Fleet Overhead Allocation					34,360
Total Changes					<u>63,720</u>
Expenditures					
Salaries & Benefits	1,107,557	1,213,480	634,191	1,241,780	1,301,890
Supplies	1,370,846	1,527,020	765,598	1,562,770	1,510,150
Services & Charges	1,009,009	1,177,270	657,436	1,194,510	1,244,300
Vehicles & Equipment	1,761,533	7,559,510	2,897,206	2,888,560	2,951,510
Cost Allocations	3,445				
Operating Expenditures	<u>5,252,389</u>	<u>11,477,280</u>	<u>4,954,431</u>	<u>6,887,620</u>	<u>7,007,850</u>
Transfers Out		461,720		367,980	402,340
Total Expenditures	<u>5,252,389</u>	<u>11,939,000</u>	<u>4,954,431</u>	<u>7,255,600</u>	<u>7,410,190</u>
Changes:					
Salaries & Benefits					63,610
Wage Increases - CPI and union contracts					(7,000)
Medical Decrease - Remove 5% rate increase					490
Worker's Comp Increase					3,010
Other Adjustments					
Allocations					
Central Cost					(9,580)
Fuel					530
IT					(8,180)
Liability Insurance					43,010
Utility Clearing					19,040
Fuel					(54,150)
Transfer Out for Overhead					34,360
Fleet Key Box System					69,450
Total Changes					<u>154,590</u>
Change in Fund Balance	2,928,264	(3,732,730)	(175,500)	(137,400)	(228,270)
ESTIMATED ENDING FUND BALANCE	<u>\$ 6,975,009</u>	<u>\$ 3,242,280</u>	<u>\$ 6,799,509</u>	<u>\$ 7,160,881</u>	<u>\$ 3,014,010</u>

CENTRAL STORES FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 123,379	\$ 152,440	\$ 152,440	\$ 140,216	\$ 147,790
Revenues					
Central Stores Sales	81,229	132,200	46,336	133,390	133,390
Postage Sales	234,248	238,760	127,599	245,430	245,430
Rebates	238				
Total Revenues	315,714	370,960	173,935	378,820	378,820
Expenditures					
Central Stores	73,842	132,200	38,176	133,390	133,390
Postage	206,871	238,760	81,209	245,430	245,430
Cost Allocation Plan	5,940	4,650	2,713	4,850	4,820
Total Expenditures	286,653	375,610	122,098	383,670	383,640
Changes:					
Central Cost Allocation					(30)
Total Changes					(30)
Change in Fund Balance	29,061	(4,650)	51,837	(4,850)	(4,820)
ESTIMATED ENDING FUND BALANCE	\$ 152,440	\$ 147,790	\$ 204,277	\$ 135,366	\$ 142,970

INFORMATION TECHNOLOGY FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 2,076,505	\$ 1,814,420	\$ 1,814,419	\$ 1,700,687	\$ 1,551,470
Revenues					
IT Services - Outside	50,598	50,410	27,802	51,410	51,410
Technology Fees	695,527	635,370	379,734	647,710	638,710
IT Internal Contributions	7,231,558	8,659,610	5,086,542	9,348,410	9,160,180
Miscellaneous Revenue	365,472	565,160	351,839	505,890	52,720
Transfers In of Utility Tax	1,891,494	1,918,080	796,698	1,919,400	1,841,420
Total Revenues	10,234,650	11,828,630	6,642,614	12,472,820	11,744,440
Changes:					
Interest Income					25,200
Tech Fees					(9,000)
IT Allocations					(248,230)
GIS Allocation					(478,370)
Cell Phone Upgrades					60,000
Transfers In					
Cable Utility Tax					(120,450)
ARPA Funded Positions					42,470
Total Changes					(728,380)
Expenditures					
Salaries & Benefits	5,223,182	5,923,130	3,333,745	5,958,960	5,807,640
Supplies	115,760	53,330	142,506	54,370	113,930
Services & Charges	4,895,863	5,692,100	3,385,322	6,011,270	5,365,450
Miscellaneous	8,931				
Transfer to IT Capital Projects	253,000	423,020	180,050	448,220	458,080
Total Expenditures	10,496,736	12,091,580	7,041,623	12,472,820	11,745,100

INFORMATION TECHNOLOGY FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
Changes:					
Salaries & Benefits					
Wage Increases - CPI and union contracts					218,420
Medical Decrease - Remove 5% rate increase					(7,290)
Worker's Comp Increase					1,580
Other Adjustments					1,320
Allocations					
Central Cost					(22,780)
Facilities					1,000
GIS					(12,490)
IT					(3,180)
Liability Insurance					(83,910)
Multimedia					60
Move GIS Division from IT to PW					(417,450)
Computer Services					(485,040)
Digital Products					(72,820)
Cell Phone Upgrades					60,000
Transfers Out					
Computer Refresh Project					29,270
MDC Refresh Project					65,590
Total Changes					(727,720)
Change in Fund Balance	(262,086)	(262,950)	(399,009)	-	(660)
ESTIMATED ENDING FUND BALANCE	\$ 1,814,419	\$ 1,551,470	\$ 1,415,410	\$ 1,700,687	\$ 1,550,810

MULTIMEDIA FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 338,463	\$ 626,130	\$ 626,131	\$ 618,313	\$ 590,440
Revenues					
Intergovernmental - RFA	3,846		173		
IT Services - Outside	525		853		
IT Internal Contributions	1,173,405	1,065,680	632,333	1,114,770	1,122,380
Total Revenues	1,177,776	1,065,680	633,359	1,114,770	1,122,380
Expenditures					
Salaries & Benefits	664,325	754,650	411,876	756,070	783,270
Supplies	67,161	69,220	53,004	68,540	68,540
Services & Charges	158,622	277,500	123,776	294,640	275,050
Total Expenditures	890,108	1,101,370	588,655	1,119,250	1,126,860
Changes:					
Salaries & Benefits					
Wage Increases - CPI and union contracts					40,180
Medical Decrease - Remove 5% rate increase					(16,520)
Worker's Comp Increase					130
Other Adjustments					3,410
Allocations					
Central Cost					(3,670)
Facilities					3,440
IT					(1,850)
Liability Insurance					(17,520)
Multimedia					10
Total Changes					7,610
Change in Fund Balance	287,668	(35,690)	44,703	(4,480)	(4,480)
ESTIMATED ENDING FUND BALANCE	\$ 626,131	\$ 590,440	\$ 670,834	\$ 613,833	\$ 585,960

FACILITIES FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 4,954,680	\$ 4,615,830	\$ 4,615,828	\$ 2,673,069	\$ 4,313,540
Revenues					
Intergovernmental - RFA	100,887	146,930	55,731	150,390	150,390
Rental Fees - Internal	5,389,600	5,748,510	3,353,297	5,995,750	6,389,990
Miscellaneous Revenue	(74,322)	140,850	186,181	142,310	184,970
Transfers In		13,140		598,750	598,750
Total Revenues	5,416,166	6,049,430	3,595,209	6,887,200	7,324,100
Changes:					
Rental Fees - Internal					394,240
Interest Income					42,660
Total Changes					42,660
Expenditures					
Salaries & Benefits	2,186,343	2,687,680	1,313,974	2,854,470	2,976,170
Supplies	358,613	308,070	236,222	314,270	311,810
Services & Charges	2,346,421	2,664,530	1,403,860	2,695,690	3,013,460
Vehicles & Equipment	5,000	10,000	1,235		
Miscellaneous	3,140				
Transfers Out to Projects	855,500	681,440	10,000	1,694,040	2,640,440
Total Expenditures	5,755,018	6,351,720	2,965,291	7,558,470	8,941,880
Changes:					
Salaries & Benefits					
Wage Increases - CPI and union contracts					93,310
Medical Decrease - Remove 5% rate increase					(660)
Worker's Comp Increase					27,260
Other Adjustments					1,790
Allocations					
Central Cost					(15,780)
Fuel					(2,460)
IT					(15,940)
Liability Insurance					104,900
Multimedia					80
Property Insurance					142,510
Building Maintenance					60,000
Stormwater Management Program					42,000
Transfers Out for Lifecycle Projects					946,400
Total Changes					1,383,410
Change in Fund Balance	(338,852)	(302,290)	629,918	(671,270)	(1,617,780)
ESTIMATED ENDING FUND BALANCE	\$ 4,615,828	\$ 4,313,540	\$ 5,245,746	\$ 2,001,799	\$ 2,695,760

FACILITIES FUND—PROJECTS

	2024 Adopted Budget	2024 Proposed Budget
Revenues		
Transfers In - Facilities Lifecycle	910,500	\$ 1,969,000
Total Revenues	910,500	1,969,000
Changes:		
Transfers In - Facilities Lifecycle		1,058,500
Total Changes		1,058,500
Projects & Expenditures		
Public Building Major Maintenance	60,000	63,500
HVAC Replacements	400,000	650,000
Emergency Repairs	123,000	600,500
Roof Repairs		320,000
Access Control	25,000	
Furniture, Fixtures, and Equipment	100,000	50,000
Fire Alarm Upgrades	50,000	50,000
Kitchen Equipment	25,000	225,000
Floor Covering Replacements	120,000	
Parking Lots Repair	7,500	10,000
Total Expenditures	910,500	1,969,000
Changes:		
Emergency Repairs		477,500
Roof Repairs		320,000
Kitchen Equipment		200,000
HVAC Replacements		250,000
Floor Covering Replacements		(120,000)
Furniture, Fixtures, and Equipment		(50,000)
Access Control		(25,000)
Public Building Major Maintenance		3,500
Parking Lots Repair		2,500
Total Changes		1,058,500
Revenues Less Expenditures	\$ -	\$ -

INSURANCE FUND—UNEMPLOYMENT

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 1,338,182	\$ 1,335,830	\$ 1,335,834	\$ 1,310,592	\$ 1,297,210
Revenues					
Contributions - Unemployment	154,360	154,100	93,824	154,100	159,600
Miscellaneous Revenue	(37,234)	14,270	22,558	14,270	23,480
Total Revenues	117,126	168,370	116,382	168,370	183,080
Changes:					
Unemployment Revenues					5,500
Interest Income					9,210
Total Changes					14,710
Expenditures					
Salaries & Benefits	44,194	34,930	23,547	34,600	36,180
Services & Charges	3,185	4,530	2,206	3,690	4,190
Cost Allocations	3,560	7,530	4,393	8,960	8,170
Unemployment - Claims Paid	68,536	160,000	125,988	160,000	178,100
Total Expenditures	119,475	206,990	156,133	207,250	226,640
Changes:					
Medical Increase					1,580
Unemployment - Claims Paid					18,100
Other Insurance Expenditures					500
Internal Allocations					(790)
Total Changes					19,390
Change in Fund Balance	(2,349)	(38,620)	(39,752)	(38,880)	(43,560)
ESTIMATED ENDING FUND BALANCE	\$ 1,335,834	\$ 1,297,210	\$ 1,296,082	\$ 1,271,712	\$ 1,253,650

INSURANCE FUND—WORKERS COMPENSATION

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 1,431,055	\$ 1,750,860	\$ 1,750,855	\$ 1,760,819	\$ 1,124,320
Revenues					
Contributions - Unemployment	1,509,446	1,724,700	991,470	2,069,640	2,897,500
Miscellaneous Revenue	(87,427)	36,330	136,675	36,330	73,500
Transfers In	1,750,000				
Total Revenues	3,172,019	1,761,030	1,128,145	2,105,970	2,971,000
Changes:					
Interest Income					37,170
Insurance Internal Contributions					827,860
Total Changes					865,030
Expenditures					
Salaries & Benefits	138,072	139,760	100,019	138,440	144,720
Judgments & Damages	2,214,100	1,649,630	910,238	1,897,070	2,495,090
Liability Insurance	144,038	180,060	310,541	198,070	193,830
Intergovernmental Services	207,532	235,610	82,763	253,280	253,030
Administrative Costs	75,999	75,000	40,807	75,000	87,740
Internal Allocations	16,230	22,480	13,113	24,740	23,220
Other Expenses	27,072	51,240	7,975	50,070	51,470
Safety Program	29,177	33,790	14,585	34,000	34,080
Total Expenditures	2,852,220	2,387,570	1,480,040	2,670,670	3,283,180
Changes:					
Judgments & Damages					598,020
Administrative Costs					12,740
Medical Increase					6,810
Liability Insurance					(4,240)
Other Expenditures					(820)
Total Changes					612,510
Change in Fund Balance	319,800	(626,540)	(351,896)	(564,700)	(312,180)
ESTIMATED ENDING FUND BALANCE	\$ 1,750,855	\$ 1,124,320	\$ 1,398,959	\$ 1,196,119	\$ 812,140

INSURANCE FUND—HEALTH & WELLNESS

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 8,608,600	\$ 9,605,770	\$ 9,605,774	\$ 10,014,984	\$ 9,998,820
Revenues					
Blue Cross - City	13,904,205	14,248,290	8,594,146	14,604,500	14,604,500
Blue Cross - Employee	811,118	708,920	58,198	744,370	744,370
Blue Cross - Cobra	78,128	58,530	47,268	64,380	64,380
Group Health - City	452,536	473,600	286,362	497,280	497,280
Group Health - Employee	44,396	46,320	28,132	48,640	48,640
Miscellaneous Revenue	503,434	750,770	625,978	767,240	818,780
Total Revenues	15,793,817	16,286,430	9,640,083	16,726,410	16,777,950
Changes:					
Interest Income					51,540
Total Changes					51,540
Expenditures					
Salaries & Benefits					259,860
Claims Paid	12,406,586	13,134,860	5,892,134	13,643,540	13,643,540
Kaiser Permanente Premiums	496,932	519,920	314,494	545,920	545,920
Third Party Admin Fees	498,834	645,200	1,631,425	677,450	677,450
Stop Loss Fees	1,102,791	1,200,000	721,480	1,260,000	1,260,000
Wellness Program	66,617	109,300	45,311	111,770	111,770
Other Professional Services	104,423	153,160	82,102	152,760	152,760
Internal Allocations	111,670	118,100	68,892	125,030	119,180
Other Expenses	8,790	12,840	6,880	14,500	14,500
Total Expenditures	14,796,643	15,893,380	8,762,717	16,530,970	16,784,980
Changes:					
Internal Allocations					(5,850)
Move 40 percent of Benefits Division to Medical Fund					259,860
Total Changes					254,010
Change in Fund Balance	997,174	393,050	877,367	195,440	(7,030)
ESTIMATED ENDING FUND BALANCE	\$ 9,605,774	\$ 9,998,820	\$ 10,483,140	\$ 10,210,424	\$ 9,991,790

INSURANCE FUND—LIABILITY INSURANCE

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 2,481,558	\$ 5,532,200	\$ 5,532,196	\$ 6,642,569	\$ 4,922,310
Revenues					
Contributions - Insurance	3,063,130	3,982,070	2,322,874	5,176,690	5,674,450
Miscellaneous Revenue	10,569	25,160	161,538	25,160	151,550
Reimbursements	103,517		82,870		
Transfers In	5,500,000				
Total Revenues	8,677,215	4,007,230	2,567,282	5,201,850	5,826,000
Changes:					
Interest Income					126,390
Increase Liability Insurance Allocation					497,760
Total Changes					624,150
Expenditures					
Salaries & Benefits	112,464	139,760	94,876	138,440	144,720
Claims & Judgments	4,052,156	2,640,170	1,963,984	2,732,580	3,836,130
Insurance Premiums	1,263,877	1,580,030	1,346,692	1,923,920	1,787,180
Internal Allocations	27,140	55,050	32,113	58,840	55,750
Other Expenses	170,941	202,110	148,970	204,940	182,550
Total Expenditures	5,626,577	4,617,120	3,586,635	5,058,720	6,006,330
Changes:					
Claims & Judgments					1,103,550
Insurance Premiums					(136,740)
Internal Allocations					(3,090)
Other Insurance Expenditures					(16,110)
Total Changes					947,610
Change in Fund Balance	3,050,638	(609,890)	(1,019,353)	143,130	(180,330)
ESTIMATED ENDING FUND BALANCE	\$ 5,532,196	\$ 4,922,310	\$ 4,512,843	\$ 6,785,699	\$ 4,741,980

INSURANCE FUND—PROPERTY INSURANCE

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 642,612	\$ 1,000,530	\$ 1,000,528	\$ 1,002,310	\$ 1,025,030
Revenues					
Contributions - Insurance	779,440	935,330	545,597	1,028,860	1,440,400
Miscellaneous Revenue	(7,467)	4,990	14,062	4,990	16,020
Transfers In	400,000				
Total Revenues	1,171,973	940,320	559,660	1,033,850	1,456,420
Changes:					
Interest Income					11,030
Increased Property Insurance Allocation					411,540
Total Changes					422,570
Expenditures					
Salaries & Benefits	28,116	34,930	23,719	34,600	36,180
Insurance Premiums	740,490	850,600	1,463,714	935,660	1,267,680
Claims & Deductibles	39,825	20,000		20,000	20,000
Internal Allocations	5,000	9,360	5,460	10,840	10,030
Other Expenses	627	930	688		300
Total Expenditures	814,057	915,820	1,493,581	1,001,100	1,334,190
Changes:					
Property Insurance Premiums					332,020
Internal Allocations					(810)
Other Expenditures					1,880
Total Changes					333,090
Change in Fund Balance	357,915	24,500	(933,921)	32,750	122,230
ESTIMATED ENDING FUND BALANCE	\$ 1,000,528	\$ 1,025,030	\$ 66,607	\$ 1,035,060	\$ 1,147,260

FIREFIGHTERS PENSION FUND

	2022 Actual	2023 Adjusted Budget	2023 July YTD	2024 Adopted Budget	2024 Proposed Budget
EST. BEGINNING FUND BALANCE	\$ 2,127,431	\$ 2,019,470	\$ 2,019,467	\$ 2,019,470	\$ 2,002,620
Revenues					
General Contributions	337,941	354,840	370,230	363,710	363,710
Miscellaneous Revenue	(60,828)	23,540	34,653	23,540	47,540
Total Revenues	277,112	378,380	404,882	387,250	411,250
Changes:					
Interest Income					24,000
Total Changes					24,000
Expenditures					
Salaries & Benefits	364,109	382,480	210,015	382,480	382,480
Services & Supplies	13,288	12,750	4,024	12,880	12,880
Cost Allocation	7,680				
Total Expenditures	385,077	395,230	214,039	395,360	395,360
Change in Fund Balance	(107,965)	(16,850)	190,844	(8,110)	15,890
ESTIMATED ENDING FUND BALANCE	\$ 2,019,467	\$ 2,002,620	\$ 2,210,310	\$ 2,011,360	\$ 2,018,510

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APPENDIX

The Appendix section contains information supporting the budget, including City taxes and tax rates, job and salary classifications and a glossary of commonly used terms. It also includes IT maintenance contracts, human services agency contracts and a list of proposed vehicle replacements.

City Taxes & Tax Rates.....	168
Job and Salary Classifications.....	169
Human Services Agency Contracts ...	179
IT Maintenance Contracts.....	183
Vehicle Replacements.....	189
Glossary.....	190
Acronyms.....	195

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CITY TAXES AND TAX RATES

2024

PROPERTY TAX LEVY

per \$1,000 assessed valuation (estimated) \$ 1.06712

SALES TAX RATE

State	6.5%
King County	1.2%
Regional Transit Authority	1.4%
City of Kent	1.0%
Total Sales Tax Rate	10.1%

BUSINESS & OCCUPATION TAX RATES

Per Gross Receipts - \$250,000 annual threshold	
Retail ^(A)	0.100%
Manufacturing	0.100%
Wholesale	0.200%
Services	0.200%
Per Square Footage	
Warehouses	\$0.09
Others	\$0.02

OTHER CITY TAXES AND TAX RATES

Electric Utility Tax	6.0%
Natural Gas Utility Tax	6.0%
Telephone Utility Tax	6.0%
Cable Television Utility Tax	6.0%
Garbage Utility Tax	18.4%
Water Utility Tax	13.0%
Sewer Utility Tax	9.5%
Stormwater Utility Tax	19.5%
Gambling Taxes:	
Card Rooms ^(B)	11.0%
Punch Board and Pull Tabs ^(C)	10.0%
Bingo and Raffles ^(C)	5.0%
Amusement Games ^(C)	2.0%

^(A) \$20 million retail cap introduced in 2022

^(B) applied on gross receipts

^(C) applied on gross receipts net of the amount awarded as prizes

JOB AND SALARY CLASSIFICATION

ELECTED OFFICIALS—2023 SALARY RATES

Job Classification	Range	2023 Annual Salary
Mayor	*NMAYOR	\$198,144
Council President	*EEO	\$41,400
Council Member	*EEO	\$36,000
Judge	LV2	\$226,020

*Salaries were established an independent salary commission and adopted on March 13, 2023, resulting in a market increase for the Mayor and Council.

JOB AND SALARY CLASSIFICATION

DEPARTMENT DIRECTORS—2023 SALARY RATES

Job Classification	Range	2023 Annual Salary		
		Low	Mid	High
Chief Administrative Officer	LV1	\$172,152	\$223,576	\$275,000
Director	LV2	144,324	185,172	226,020
Court Administrator	60	152,448	168,864	185,280

CITY ATTORNEY'S OFFICE—2023 SALARY RATES

Non Union Positions Paid on Merit System

Number of employees as of January 1, 2023: 11

Job Classification	Range	2023 Annual Salary		
		Low	Mid	High
Deputy City Attorney	NDCA	\$130,068	\$157,692	\$185,316
Civil Attorney	NATY	92,316	118,692	145,068
Prosecutor	NATY	92,316	118,692	145,068
Senior Civil Attorney	NSATY	108,300	131,034	153,768
Senior Prosecutor	NSATY	108,300	131,034	153,768
Chief Prosecuting Attorney	NCPA	116,736	141,486	166,236
Senior Assistant City Attorney - Lead	NSATYLD	142,356	154,296	166,236

JOB AND SALARY CLASSIFICATION

AFSCME LOCAL 2617—2023 SALARY RATES

Position	Range	2023 Step and Annual Salary Schedule				
		A	B	C	D	E
Custodian	15	\$50,292	\$52,740	\$55,392	\$58,224	\$61,224
Parking Enforcement Assistant	19	55,392	58,224	61,224	64,332	67,572
Custodial Lead	20	56,772	59,652	62,856	66,000	69,492
Office Technician 3	20	56,772	59,652	62,856	66,000	69,492
Accounting Svcs Asst 3	22	59,652	62,856	66,000	69,492	72,792
Administrative Assistant 1	23	61,224	64,332	67,572	70,920	74,484
Account Representative	24	62,856	66,000	69,492	72,792	76,488
Police Records Specialist	24	62,856	66,000	69,492	72,792	76,488
Accounting Technician	25	64,332	67,572	70,920	74,484	78,300
Evidence Custodian	25	64,332	67,572	70,920	74,484	78,300
Administrative Assistant 2	27	67,572	70,920	74,484	78,300	82,356
Contract Specialist	27	67,572	70,920	74,484	78,300	82,356
Permit Technician	27	67,572	70,920	74,484	78,300	82,356
Planning Technician	27	67,572	70,920	74,484	78,300	82,356
Property Management Technician	27	67,572	70,920	74,484	78,300	82,356
Evidence Technician	28	69,492	72,792	76,488	80,388	84,264
Development Permit Tech Lead	29	70,920	74,484	78,300	82,356	86,424
Multi Media Specialist 2	29	70,920	74,484	78,300	82,356	86,424
Facilities Services Supervisor	30	72,792	76,488	80,388	84,264	88,536
Financial Analyst	30	72,792	76,488	80,388	84,264	88,536
Operations Analyst	30	72,792	76,488	80,388	84,264	88,536
Criminal Paralegal	30	72,792	76,488	80,388	84,264	88,536
Police Corrections Officer	30	72,792	76,488	80,388	84,264	88,536
Graphics Specialist 3	31	74,484	78,300	82,356	86,424	90,840
Senior Contract Specialist	31	74,484	78,300	82,356	86,424	90,840
Admin Services Supervisor	32	76,488	80,388	84,264	88,536	92,988
Deputy City Clerk	32	76,488	80,388	84,264	88,536	92,988
Evidence Technician Supervisor	32	76,488	80,388	84,264	88,536	92,988
Financial Services Supervisor	32	76,488	80,388	84,264	88,536	92,988
Permit Center Supervisor	32	76,488	80,388	84,264	88,536	92,988
Police Specialist Supervisor	32	76,488	80,388	84,264	88,536	92,988
Public Disclosure Analyst	32	76,488	80,388	84,264	88,536	92,988
Records Management Admin	32	76,488	80,388	84,264	88,536	92,988
Central Financial Analyst	33	78,300	82,356	86,424	90,840	95,376
Grant and Accounting Analyst	33	78,300	82,356	86,424	90,840	95,376

JOB AND SALARY CLASSIFICATION

AFSCME LOCAL 2617—2023 SALARY RATES

Position	Range	2023 Step and Annual Salary Schedule				
		A	B	C	D	E
Lead Public Disclosure Administrator	34	\$80,388	\$84,264	\$88,536	\$92,988	\$97,728
Police Crime Analyst	34	80,388	84,264	88,536	92,988	97,728
Tax & Compliance Officer	34	80,388	84,264	88,536	92,988	97,728
Code Enforcement Officer	35	82,356	86,424	90,840	95,376	100,116
RHIP Coordinator	35	82,356	86,424	90,840	95,376	100,116
Combination Building Inspector	36	84,264	88,536	92,988	97,728	102,900
Community Education Coordinator	36	84,264	88,536	92,988	97,728	102,900
Printing Multimedia Coordinator	36	84,264	88,536	92,988	97,728	102,900
Video Program Coordinator	36	84,264	88,536	92,988	97,728	102,900
Accountant	37	86,424	90,840	95,376	100,116	105,360
B&O Desk Auditor	37	86,424	90,840	95,376	100,116	105,360
Police Corrections Sergeant	37	86,424	90,840	95,376	100,116	105,360
Senior Financial Analyst	37	86,424	90,840	95,376	100,116	105,360
Lead Combo Building Inspector	38	88,536	92,988	97,728	102,900	108,072
Plans Examiner	38	88,536	92,988	97,728	102,900	108,072
Cash and Investment Officer	41	95,376	100,116	105,360	110,616	116,220
Payroll Supervisor	41	95,376	100,116	105,360	110,616	116,220
Plans Examiner Supervisor	41	95,376	100,116	105,360	110,616	116,220
Multimedia Supervisor	42	97,752	102,660	107,784	113,172	118,836
Tax Auditor	42	97,752	102,660	107,784	113,172	118,836
Supervising Accountant	46	108,072	113,448	119,148	125,196	131,484

Number of employees as of January 1, 2023: 148
(Includes vacant positions)

Contract Expiration: December 31, 2025

Longevity Schedule

5 years	1% of Base Salary
10 years	2% of Base Salary
15 years	3% of Base Salary
20 years	5% of Base Salary
25+ years	6% of Base Salary

JOB AND SALARY CLASSIFICATION

NON-REPRESENTED — 2023 SALARY RATES

Position	Range	2023 Step and Annual Salary Schedule				
		A	B	C	D	E
Van Driver	16	\$51,564	\$54,024	\$56,760	\$59,652	\$62,844
Administrative Assistant 1	23	61,188	64,308	67,548	70,920	74,472
Assistant Golf Professional	24	62,844	65,964	69,492	72,732	76,464
Parks Program Assistant 1	24	62,844	65,964	69,492	72,732	76,464
Judicial Specialist	26	65,964	69,492	72,732	76,464	80,352
Probation Clerk	26	65,964	69,492	72,732	76,464	80,352
Administrative Assistant 2	27	67,548	70,920	74,472	78,264	82,344
HR Benefits Coordinator	27	67,548	70,920	74,472	78,264	82,344
Parks Program Assistant 2	27	67,548	70,920	74,472	78,264	82,344
Parks Systems Support Specialist	27	67,548	70,920	74,472	78,264	82,344
Technical Support Specialist 1	28	69,492	72,732	76,464	80,352	84,228
Parks/Fac Planning & Dev Specialist	28	69,492	72,732	76,464	80,352	84,228
Engineering Technician 1	29	70,920	74,472	78,264	82,344	86,412
Civil Paralegal	30	72,732	76,464	80,352	84,228	88,512
Human Services Specialist	30	72,732	76,464	80,352	84,228	88,512
Recreation Facility Lead	30	72,732	76,464	80,352	84,228	88,512
Cross Connection Control Asst	31	74,472	78,264	82,344	86,412	90,828
Lead Judicial Specialist	31	74,472	78,264	82,344	86,412	90,828
Project Coordinator	31	74,472	78,264	82,344	86,412	90,828
Administrative Assistant 3	32	76,464	80,352	84,228	88,512	92,976
Race & Equity Coordinator 1	32	76,464	80,352	84,228	88,512	92,976
Technical Support Specialist 2	32	76,464	80,352	84,228	88,512	92,976
Construction Inspector	34	80,351	84,227	88,511	92,966	97,722
Cross Connection Control/Insp	34	80,352	84,228	88,512	92,976	97,728
Engineering Technician 2	34	80,352	84,228	88,512	92,976	97,728
Environmental Compliance Specialist	34	80,352	84,228	88,512	92,976	97,728
Golf Accounting Supervisor	34	80,352	84,228	88,512	92,976	97,728
Land Survey Technician	34	80,352	84,228	88,512	92,976	97,728
Parks Program Coordinator	34	80,352	84,228	88,512	92,976	97,728
Probation Officer	34	80,352	84,228	88,512	92,976	97,728
Traffic Signal Technician	34	80,352	84,228	88,512	92,976	97,728
Head Golf Professional	35	82,344	86,412	90,828	95,364	100,092
Planning Admin Supervisor	35	82,344	86,412	90,828	95,364	100,092
Public Works Admin Assistant 3	35	82,344	86,412	90,828	95,364	100,092
Technical Writer/Trainer	35	82,344	86,412	90,828	95,364	100,092
Comm Trip Reduction Coordinator	36	84,228	88,512	92,976	97,728	102,876
Community Engagement Specialist	36	84,228	88,512	92,976	97,728	102,876
Court Security Officer	36	84,228	88,512	92,976	97,728	102,876
Exec Asst/Management Analyst	36	84,228	88,512	92,976	97,728	102,876
Deskside Support Tier 2	37	86,412	90,828	95,364	100,092	105,348
Human Resources Analyst	37	86,412	90,828	95,364	100,092	105,348
Human Services Coordinator	37	86,412	90,828	95,364	100,092	105,348
Paralegal & Policy Analyst	37	86,412	90,828	95,364	100,092	105,348
Planner	37	86,412	90,828	95,364	100,092	105,348

JOB AND SALARY CLASSIFICATION

NON-REPRESENTED — 2023 SALARY RATES

Position	Range	2023 Step and Annual Salary Schedule				
		A	B	C	D	E
Senior Construction Inspector	37	\$86,412	\$90,828	\$95,364	\$100,092	\$105,348
Senior Cross Connection Control Insp	37	86,412	90,828	95,364	100,092	105,348
Capital Facilities Project Manager	38	88,511	92,966	97,722	102,873	108,063
Parks Program Supervisor	38	88,512	92,976	97,728	102,876	108,072
Senior Signal Technician	38	88,512	92,976	97,728	102,876	108,072
Conservation Coordinator	39	90,828	95,364	100,092	105,348	110,604
Neighborhood Program Coordinator	39	90,828	95,364	100,092	105,348	110,604
Civil Engineering Designer 1	40	92,976	97,728	102,876	108,072	113,448
Communications Coordinator	40	92,976	97,728	102,876	108,072	113,448
Engineer 1	40	92,976	97,728	102,876	108,072	113,448
Engineer Project Coordinator	40	92,976	97,728	102,876	108,072	113,448
Engineering Technician 3	40	92,976	97,728	102,876	108,072	113,448
Enterprise GIS Analyst	40	92,976	97,728	102,876	108,072	113,448
Marketing and Engagement Coord	40	92,976	97,728	102,876	108,072	113,448
Public Engagement Coordinator	40	92,976	97,728	102,876	108,072	113,448
Recreation Manager	40	92,976	97,728	102,876	108,072	113,448
Sr. Human Services Coordinator	40	92,976	97,728	102,876	108,072	113,448
Survey Party Chief	40	92,976	97,728	102,876	108,072	113,448
Court Supervisor	41	95,364	100,092	105,348	110,604	116,184
GIS Coordinator	41	95,364	100,092	105,348	110,604	116,184
GIS Spatial Application Analyst	41	95,364	100,092	105,348	110,604	116,184
Probation Supervisor	41	95,364	100,092	105,348	110,604	116,184
Senior Planner	41	95,364	100,092	105,348	110,604	116,184
Service Desk Supervisor	41	95,364	100,092	105,348	110,604	116,184
Sr Human Resources Analyst	41	95,364	100,092	105,348	110,604	116,184
Systems Operations Engineer	41	95,364	100,092	105,348	110,604	116,184
Network Engineer	42	97,728	102,876	108,072	113,448	119,148
Property & Acquisition Analyst	42	97,728	102,876	108,072	113,448	119,148
Conservation Analyst	43	100,092	105,348	110,604	116,184	121,968
GIS Solutions Architect	43	100,092	105,348	110,604	116,184	121,968
Government Performance Coordinator	43	100,092	105,348	110,604	116,184	121,968
Senior Enterprise GIS Analyst	43	100,092	105,348	110,604	116,184	121,968
Assistant City Land Surveyor	44	102,876	108,072	113,448	119,148	125,196
Capital Projects Administrator	44	102,876	108,072	113,448	119,148	125,196
Civil Engineering Designer 2	44	102,876	108,072	113,448	119,148	125,196
Construction Supervisor	44	102,876	108,072	113,448	119,148	125,196
Engineer 2	44	102,876	108,072	113,448	119,148	125,196
GIS Supervisor	44	102,876	108,072	113,448	119,148	125,196
Police Training Admin	44	102,876	108,072	113,448	119,148	125,196
Senior Ecologist	44	102,876	108,072	113,448	119,148	125,196
Business Analyst	44	102,876	108,072	113,448	119,148	125,196
Principal Planner	45	105,348	110,604	116,184	121,968	128,328
Project Manager	45	105,348	110,604	116,184	121,968	128,328
Senior Network Engineer	45	105,348	110,604	116,184	121,968	128,328

JOB AND SALARY CLASSIFICATION

NON-REPRESENTED—2023 SALARY RATES

Position	Range	2023 Step and Annual Salary Schedule				
		A	B	C	D	E
Senior Systems Analyst	45	\$105,348	\$110,604	\$116,184	\$121,968	\$128,328
Sr. Parks Program Facility Manager	45	105,348	110,604	116,184	121,968	128,328
Technical Systems Analyst	45	105,348	110,604	116,184	121,968	128,328
Traffic Signal Systems Supervisor	45	105,348	110,604	116,184	121,968	128,328
Accounting Manager	46	108,072	113,448	119,148	125,196	131,484
Accounting Manager - PW	46	108,072	113,448	119,148	125,196	131,484
Enterprise GIS Manager	46	108,072	113,448	119,148	125,196	131,484
Permit Center Manager	46	108,072	113,448	119,148	125,196	131,484
Race & Equity Manager	46	108,072	113,448	119,148	125,196	131,484
Business Systems Analyst	47	110,604	116,184	121,968	128,328	134,748
City Transportation Planner	47	110,604	116,184	121,968	128,328	134,748
DBA/Cloud Engineer	47	110,604	116,184	121,968	128,328	134,748
Environmental Supervisor	47	110,604	116,184	121,968	128,328	134,748
Senior Applications Developer	47	110,604	116,184	121,968	128,328	134,748
City Land Surveyor	48	113,448	119,148	125,196	131,484	138,072
Economic Dev Program Manager	48	113,448	119,148	125,196	131,484	138,072
Engineer 3	48	113,448	119,148	125,196	131,484	138,072
Golf Course Manager	48	113,448	119,148	125,196	131,484	138,072
Human Services Manager	48	113,448	119,148	125,196	131,484	138,072
Multi Media Manager	48	113,448	119,148	125,196	131,484	138,072
Support Services Manager	48	113,448	119,148	125,196	131,484	138,072
Capital Projects Supervisor	49	116,184	121,968	128,328	134,748	141,516
City Clerk	49	116,184	121,968	128,328	134,748	141,516
Communications Manager	49	116,184	121,968	128,328	134,748	141,516
Lead Applications Developer	49	116,184	121,968	128,328	134,748	141,516
Network Engineer Supervisor	49	116,184	121,968	128,328	134,748	141,516
Business and Operations Manager	50	119,148	125,196	131,484	138,072	145,068
Business Process Analyst	50	119,148	125,196	131,484	138,072	145,068
Enterprise Solutions Architect	50	119,148	125,196	131,484	138,072	145,068
Facilities Superintendent	50	119,148	125,196	131,484	138,072	145,068
Fleet/Warehouse Manager	50	119,148	125,196	131,484	138,072	145,068
Park Operations Superintendent	50	119,148	125,196	131,484	138,072	145,068
Parks Planning & Dev Manager	50	119,148	125,196	131,484	138,072	145,068
Security Engineer	50	119,148	125,196	131,484	138,072	145,068
Sewer/Storm Drainage Manager	50	119,148	125,196	131,484	138,072	145,068
Street and Vegetation Manager	50	119,148	125,196	131,484	138,072	145,068
Utility Site & Process Control Manager	50	119,148	125,196	131,484	138,072	145,068
Water Systems Manager	50	119,148	125,196	131,484	138,072	145,068
Accounting and Reporting Manager	51	121,968	128,328	134,748	141,516	148,776
Budget Manager	51	121,968	128,328	134,748	141,516	148,776
Business Systems Supervisor	51	121,968	128,328	134,748	141,516	148,776
City Auditor	51	121,968	128,328	134,748	141,516	148,776
Customer Services Manager	51	121,968	128,328	134,748	141,516	148,776

JOB AND SALARY CLASSIFICATION

NON-REPRESENTED—2023 SALARY RATES

Position	Range	2023 Step and Annual Salary Schedule				
		A	B	C	D	E
HRIS Administrator	51	\$121,968	\$128,328	\$134,748	\$141,516	\$148,776
Human Resources Manager	51	121,968	128,328	134,748	141,516	148,776
Labor, Class & Comp Manager	51	121,968	128,328	134,748	141,516	148,776
Police Corrections Commander	51	121,968	128,328	134,748	141,516	148,776
Recreation Superintendent	51	121,968	128,328	134,748	141,516	148,776
Risk Manager	51	121,968	128,328	134,748	141,516	148,776
Current Planning Manager	52	125,196	131,484	138,072	145,068	152,448
Long Range Planning Manager	52	125,196	131,484	138,072	145,068	152,448
Project Mgmt Office Manager	52	125,196	131,484	138,072	145,068	152,448
Building Services Manager	53	128,328	134,748	141,516	148,776	156,228
Economic Development Manager	53	128,328	134,748	141,516	148,776	156,228
Engineer 4	53	128,328	134,748	141,516	148,776	156,228
Land Survey/GIS Manager	54	131,484	138,072	145,068	152,448	159,972
Infrastructure & Security Ops Ctr Mngr	56	138,072	145,068	152,448	159,972	168,072
Construction Manager	57	141,516	148,776	156,228	164,040	172,284
Engineering Manager	57	141,516	148,776	156,228	164,040	172,284
Technology Innovation Manager	57	141,516	148,776	156,228	164,040	172,284
CK Sound Transit Liaison	60	152,448	159,972	168,072	176,508	185,280
Deputy Director	60	152,448	159,972	168,072	176,508	185,280
Public Works City Engineer	60	152,448	159,972	168,072	176,508	185,280

Number of employees as of January 1, 2023: 261.25

(Includes vacant positions)

Includes all non-represented permanent positions

Longevity Schedule

5 years	1% of Base Salary
10 years	2% of Base Salary
15 years	3% of Base Salary
20 years	5% of Base Salary
25+ years	6% of Base Salary

2022 Management Benefits

A+	\$3,587
A	\$2,694
B	\$2,243
C	\$1,797

JOB AND SALARY CLASSIFICATION

POLICE—2023 SALARY RATES

Job Classification	Range	2023 Annual Salary
Police Assistant Chief	AC	\$198,204
Police Commander	CM	\$167,964
Police Sergeant	SG	\$135,960

2023 Step and Annual Salary Schedule							
Job Classification	Range	A	B	C	D	E	F
Police Patrol Officer	PT	\$86,976	\$89,964	\$94,440	\$99,876	\$106,200	\$113,220

Number of employees as of January 1, 2021: 164
 (Includes vacant positions)

Rates do not include 1% accreditation pay

Contract Expiration: December 31, 2024

Longevity Schedule	
5 years	2% of Base Salary
10 years	4% of Base Salary
12 years	4.5% of Base Salary
15 years	6% of Base Salary
20 years	9% of Base Salary
25 years	11% of Base Salary
30 years	11.5% of Base Salary

Educational Incentive	
AA (or Junior Status)	4%
BA or BS, MA, PhD	
for Sergeants and Officers	6%
for Assistant Chiefs and Commanders	7%

JOB AND SALARY CLASSIFICATION

TEAMSTERS LOCAL 117—2023 SALARY RATES

Position	Range	2023 Step and Annual Salary Schedule				
		A	B	C	D	E
Maintenance Worker 1	20	\$58,896	\$61,860	\$65,160	\$68,292	\$71,940
Meter Reader 2	21	60,372	63,552	66,660	69,984	73,356
Maintenance Worker 2	24	65,160	68,292	71,940	75,420	79,164
Meter Reader 3	25	66,660	69,984	73,356	77,196	81,036
Mechanic 1	27	69,984	73,356	77,196	81,036	85,260
Maintenance Worker 3	28	71,940	75,420	79,164	83,172	87,216
Mechanic 2	31	77,196	81,036	85,260	89,520	93,948
Maintenance Worker 4	32	79,164	83,172	87,216	91,536	96,120
Communications Technician 2	33	81,036	85,260	89,520	93,948	98,688
Maintenance Technician	34	83,172	87,216	91,536	96,120	101,184
Senior Mechanic	35	85,260	89,520	93,948	98,688	103,716
Field Supervisor	37	89,520	93,948	98,688	103,716	109,044
SCADA Technician	37	89,520	93,948	98,688	103,716	109,044

Number of employees as of January 1, 2023: 164
(Includes vacant positions)

Contract Expiration: December 31, 2025

Longevity Schedule	
5 years	1% of Base Salary
10 years	2% of Base Salary
15 years	3% of Base Salary
20 years	5% of Base Salary
25+ years	6% of Base Salary

HUMAN SERVICES AGENCY CONTRACTS

2024
AFGHAN HEALTH INITIATIVE

Afghan Immigrant and Refugee Success Program 10,000

AFRICAN COMMUNITY HOUSING & DEVELOPMENT

Holistic Housing Support for the African Diaspora 15,000

AFTER-SCHOOL ALL STARS

After-School All Stars 10,000

ASIAN COUNSELING AND REFERRAL SERVICE

Whole Health Oriented Mental Health Program 20,000

BRIDGE DISABILITY MINISTRIES

Meyer Medical Equipment Center 7,500

CATHOLIC COMMUNITY SERVICES OF WESTERN WA

Community Engagement Center (Expansion) 55,000

Emergency Assistance 10,000

Katherine's House 14,000

Kent Community Engagement Center 45,000

Sacred Heart Shelter 25,000

Stability Through Advocacy and Resources 50,000

Volunteer Services 10,000

CEDAR RIVER CLINIC

Reproductive Health Care for Low Income Women 15,000

CHILD CARE RESOURCES

Child Care Financial Assistance 50,000

Homeless Child Care 24,090

CHILDREN'S THERAPY CENTER

Pediatric Therapy for Children with Special Needs 25,000

COALITION FOR REFUGEES FROM BURMA

Kent Youth Education Program 20,000

COMMUNITIES IN SCHOOLS OF KENT

Communities In Schools Mentoring Program 38,500

COMMUNITIES RISE

Capacity Buidling 15,000

COMMUNITY NETWORK COUNCIL

CNC Academic Coaching Program 15,000

CONSEJO COUNSELING AND REFERRAL SERVICE

Domestic Violence Community Advocate Program 10,000

CRISIS CONNECTIONS

Crisis Line 2,500

King County 2-1-1 5,000

Teen Link 7,500

HUMAN SERVICES AGENCY CONTRACTS

	2024
DOMESTIC ABUSE WOMEN'S NETWORK (DAWN)	
Community Advocates	35,000
EASTSIDE BABY CORNER	
Meeting Basic Needs for Children	10,000
GRASSROOT PROJECTS	
Custom Care Kit	10,000
HEALTHPOINT	
Dental Care	15,000
Medical Care	15,000
INDIAN AMERICAN COMMUNITY SERVICES	
Women, Youth, and Senior Program	10,000
INSTITUTE FOR COMMUNITY LEADERSHIP	
Get Leadership!	10,000
INSTITUTE FOR FAMILY DEVELOPMENT	
PACT (Parents and Children Together)	10,000
IRAQI COMMUNITY CENTER OF WASHINGTON	
Iraqi/Arabic Case Management Services	20,000
JEWISH FAMILY SERVICES	
Refugee & Immigrant Service Centers	25,000
KENT FOOD BANK AND EMERGENCY SERVICES	
Food and Emergency Services	86,000
KENT YOUTH AND FAMILY SERVICES	
After School Program	19,500
Behavioral Health Programs	80,000
Early Learning Program	25,000
KHMER COMMUNITY OF SEATTLE KING COUNTY	
Food Assistance	10,000
KING COUNTY BAR FOUNDATION	
Pro Bono Legal Services	20,000
KING COUNTY SEXUAL ASSAULT RESOURCE CENTER	
Comprehensive Sexual Assault Services	28,000
LUTHERAN COMMUNITY SERVICES NW	
Refugees Northwest Counseling	15,000
MERCY HOUSING NORTHWEST	
Family Support at Appian Way Affordable Housing Community	10,000
MULTI-SERVICE CENTER	
Shelter and Supportive Housing	50,000
Emergency Assistance & Resource Navigation Services (EARNS) - formerly Rent & Emergency Assistance	108,000

HUMAN SERVICES AGENCY CONTRACTS

	2024
NEW CONNECTIONS SKC	
Fresh Start Project	15,000
NORTHWEST EDUCATION ACCESS	
Opportunity Youth (OY) Pathway	10,000
OPEN DOORS FOR MULTICULTURAL FAMILIES	
Family Services Project	20,000
PEDIATRIC INTERIM CARE CENTER INC	
Interim Care of Drug-Exposed Infants	10,000
PUGET SOUND TRAINING CENTER	
Employment and Training Services	11,000
SEATTLE FOUNDATION	
Neighbor to Neighbor	15,000
SEATTLE KING COUNTY DEPARTMENT OF PUBLIC HEALTH	
South King County Mobile Medical Program	10,000
SOUND GENERATIONS	
Volunteer Transportation	10,000
ST. STEPHEN HOUSING ASSOCIATION	
Transitional Housing	20,000
ST. VINCENT DE PAUL	
Centro Rendu	35,000
SUDP - Divina Providencia at Holy Spirit	15,000
UKRAINIAN COMMUNITY CENTER OF WASHINGTON	
RURAP (Russian Ukrainian Refugee Assistance Program)	20,000
VALLEY CITIES COUNSELING AND CONSULTATION	
Senior Counseling at Kent Senior Center	20,000
VINE MAPLE PLACE	
Stable Families Program	7,500
WORLD RELIEF SEATTLE	
Housing Stability for Refugee and Immigrant Neighbors	7,500
Paradise Parking Plots Community Garden	15,000
YMCA OF GREATER SEATTLE	
Arcadia: Outreach, Case Management and Drop In Center	20,000
YWCA SEATTLE KING SNOHOMISH	
Anita Vista Transitional Housing	25,000
TO BE DETERMINED	
TBD-Emerging Needs	134,300
Grand Total 2024 Budget	\$1,530,890

HUMAN SERVICES AGENCY CONTRACTS

Use of 2022 ARPA Funds*	2024
AEROSPACE MACHINISTS JOINT TRAINING COMMITTEE	
Kent Manufacturing Academy	29,900
COMMUNITY NETWORK COUNCIL	
Organizational Development	85,000
Academic Coaching Program	100,000
IRAQI COMMUNITY CENTER OF WASHINGTON	
Youth Academic and Family Supports	100,000
Organizational Development	53,000
KENT BLACK ACTION COMMISSION	
Organizational Development	47,850
KENT FOOD BANK	
Organizational Development	30,000
LIVING WELL KENT	
Organizational Development	85,000
MOTHER AFRICA	
Economic Empowerment Program	200,000
RESTORE ASSEMBLE PRODUCE	
GENIUS Activity Center	92,000
Organizational Development	88,000
ST. VINCENT DE PAUL SEATTLE-KING COUNTY	
Housing Connections	48,000
Re-Route	74,500
UNITED TERRITORIES OF PACIFIC ISLANDERS ALLIANCE	
Organizational Development	100,000
VINE MAPLE PLACE	
Stable Families Program	100,000
TO BE DETERMINED	
TBD-Emerging Needs	100,890
ARPA - GENERAL HUMAN SERVICES PROGRAMS	
General Equity and Human Services ARPA Funding	(1,334,140)
Total Impact to 2024 Budget	\$0

*Note the funds for these programs were adopted in 2022 and do not have an impact on the 2024 budget.

IT MAINTENANCE CONTRACTS

Vendor/Contract	2024
Applications Development	
ADOBE SYSTEMS, INC.	
Adobe Creative Cloud Pro (8), Photoshop Pro (1) Photoshop (1) Lightroom (3) Illustrator Pro (1) Acrobat Pro DC (100)	69,230
AIRDATA UAV	
Automatically capture your drone flights and pilot data	2,250
ARTICULATE	
360 Team License for creating online learning modules	3,610
AZTECA SYSTEMS, LLC	
CityWorks: Asset & Work Order Management System	114,500
CUES (GRANITE XP)	
Shops Pipeline Inspection Software	2,770
DLT SOLUTIONS	
AutoCAD licenses for PW, Parks and Showare	26,070
E&M ELECTRIC AND MACHINERY	
SCADA PLC (Siemens)	2,490
EAGLEVIEW/PICTOMETRY INTERNATIONAL CORP	
Aerial Imagery Viewer (ArcGIS Add-On)	2,840
ESRI	
Enterprise Agreement for ArcGIS (Online Mapping)	121,110
FASTER ASSET SOLUTIONS	
FASTER: Fleet Management	19,560
FORENSIC MAPPING SOLUTIONS	
Evidence collection software built for crash and crime reconstructionists	280
FRONTIER PRECISIONS	
TBC/Trimble Business Center (3 licenses for PW Admin)	2,690
GILBARCO VEEDER-ROOT - GASBOY	
PW fuel operating system. Ties with ArcGIS and CityWorks	1,610
HELP SYSTEMS	
GoAnywhere: Enterprise Automated Data Exchange/SFTP	8,820
IDERA INC.	
SQL Compliance Manager (audit logging of database changes)	1,470
ISS/INDUSTRIAL SOFTWARE SOLUTIONS	
Wonderware: SCADA HMI (UI)	13,370

IT MAINTENANCE CONTRACTS

Vendor/Contract	2024
ISTOCK	
SubiStockPrem50-iStock Signature	2,640
ITEXT SOFTWARE CORP	
iTextSharp: PDF Creator for DEV Apps	1,740
KUKER-RANKEN (KR)	
Integrated 24/7 GNSS Network RTK and DGNS correction service (Smartnet)	2,200
LUCID SOFTWARE, INC.	
Lucid Chart - 100 seats	23,450
METROPOLITAN TRANSPORTATION COMMISSION (FORMERLY FRONTIER PRECISION)	
StreetSaver: Pavement Management Software	7,090
NETCART AB	
This software is used to run GIS related jobs on the ArcGIS server	1,170
OCTOPUS	
Deployment of code between different tiers (Dev/Test/Prod) for custom developed applications	840
PIX4D INC	
Photogrammetry software for professional drone mapping	1,020
TRIMBLE - SKETCHUP PRO	
Tool for 2D/3D modeling in ArcGIS Enterprise (Interactive Space Management)	350
UTILISYNC, LLC	
The system captures Washington811 tickets/requests on a map and will enable the City's Locates crew to view, edit, and close these requests through CityWorks.	7,030
VESTRA RESOURCES, INC.	
GeoSystems Monitor	1,760
WATERTRAX	
Water Management System	14,120
WIN-911	
Industrial and IIoT Alarm Notification Software for SCADA	2,110
Total for Applications Development	458,190
Customer Service Operations	
ARMORERLINK	
Firearms and Certification Tracking	6,320
AV CAPTURE ALL, INC.	
Municipal Court's audio recording system. 4 x licenses	7,030

IT MAINTENANCE CONTRACTS

Vendor/Contract	2024
BOTTOMLINE TECHNOLOGIES	
Optio eCI (JDE Paper Checks Creator)	15,960
BRIGHTSIGNS	
Brightsigns are digital displays	1,060
BYNDER	
MAM-Multimedia Asset Management	43,690
CARASOFT	
TRM/Technical Relationship Management (IVANTI)	44,030
Multimedia and ITSM / Service Desk -IT Asset Manager (IVANTI)	27,630
govDelivery: eAlerts/eConnect - Communications Cloud	30,810
CENTRAL SQUARE	
Tiburon: Records Management for Police	182,400
CITIES DIGITAL, INC. (CDI)	
JIS and JABs Integration and Professional Services.	1,600
CIVIC PLUS	
Resident Requests/Ticketing system	75,040
COMPULINK	
Laserfiche: Electronic Imaging & Document Management System	60,100
CRASH DATA GROUP	
CDR Software Subscription	1,760
DAVEY TREE EXPERT CO.	
TreeKeeper: Vegetation Assets Management System	3,870
DIGIDNA	
iMazing	60
ELAVON	
Lane 5000 - 6 Pin pads	1,830
eRANGE INC	
Golf System - Ball Dispensers, Technical Support 365	520
FERGUSON	
Sensus System	4,810
FRONTIER PRECISIONS	
Leadsonline: TotalTrack Investigation System Service Package -Law Enforcement Automated Database Search	9,760
GOVERNMENTJOBS.COM (NEOGOV)	
Neogov Insight Subscription	64,070

IT MAINTENANCE CONTRACTS

Vendor/Contract	2024
GRANICUS	
1 x Hosted Data Storage (TB)	
1 x Exchange Platform with FOIA Module	
5 x Redaction Licenses	
1 x WA State JLARC Reporting	18,860
AMANDA: Permits & Land Management System	258,290
Boards & Commissions	10,560
IQM2: Agenda Management - MinuteTraq/MediaTraq	17,210
govAccess: City Website (Content Management System/CMS)	29,730
HARRIS	
DataNOW: Utility Billing	19,970
HARRIS DBA SYSTEM INNOVATORS	
iNovah: Cashiering for Finance/PD/ECD	32,620
KRONOS	
Telestaff: PD Scheduler, Time Entry, and Bidding system	29,050
LEXISNEXIS RISK SOLUTIONS	
Desk Officer Reporting System Annual Fee for PD	9,160
MSDSOnline	
MSDS Online	6,210
PAGEFREEZER	
WA Sate Compliance Bundle (Web & Social Media)	25,580
PRECISE	
Automatic Vehicle Locating Device (20 PW vehicles)	5,110
POWERDMS, INC.	
Police LMS - 225 seats	19,980
QLESS, INC.	
External application for making/tracking reservations at the Permit Center	14,770
RIMINI STREET	
HR Benefits/Position Control/Financials/AP/AR/Budgeting	67,270
SELECTRON TECH.	
Inspection Scheduling (IVR)	12,030
SPROUT SOCIAL INC.	
Social Media Management System	33,020
SYNAPTEC SOFTWARE	
Prosecution Case Management System (LawBase)	8,300
TACTIVOS DBA MURAL	
Subscription Licenses	8,350
TECHSOL DBA RIPPLESTONE	
Enterprise Crystal Report Server	820

IT MAINTENANCE CONTRACTS

Vendor/Contract	2024
TOOLBARSTUDIO, INC.	
Software as a Service - one-way desktop alert notification	14,770
TOPCON SOLUTIONS STORE	
BlueBeam: Electronic Plan Review	14,240
UPKEEP	
Facilities Work Orders/Service Tickets	22,370
VSI/VERMONT SYSTEMS	
RecTrac: Parks & Recreation Management System	45,980
WORKDAY	
HR & Finance-Payroll Service Areas - Enterprise Solution	280,000
XAVUS SOLUTIONS	
My SeniorCenter	2,840
Total for System Services	1,589,440
Infrastructure & Security Operations	
ALERTMEDIA	
Mass Notification System (2 yr)	11,050
BEYOND TRUST	
Remote Access and Support Tool	6,700
CARASOFT TECH CORPORATION	
VAR = ePlus	104,820
VAR = Presidio	29,950
CDW-G	
Duo MFA (1,000)	35,140
CLEVERBRIDGE	
Agentless IT asset management and Network Inventory software tool	4,690
CYBELE SOFTWARE, INC.	
Thinfinity Remote Desktop 5.0 licenses (101)	1,780
DNC HOLDINGS, INC.	
Multiple City of Kent Domains	530
ePLUS TECHNOLOGY, INC.	
Nutanix	35,170
FARONICS	
Deep Freeze licenses (50)	1,260
GODADDY	
City of Kent Domains - Standard Wildcard SSL Renewals	12,210

IT MAINTENANCE CONTRACTS

Vendor/Contract	2024
HIVE Analytics, project intake, prioritization, resourcing and task management	2,940
IMPRIVATA (FORMERLY SECURELINK) Subscription license based on vendor use	27,140
INFO-TECH RESEARCH GROUP Premium access to industry and technology coverage	43,330
INSIGHT PUBLIC SECTOR (FORMERLY EN POINTE TECHNOLOGIES SALES, LLC) Microsoft Enterprise Agreement - Original - 3 yr	658,880
KASEYA US (IT GLUE) IT Glue Enterprise - Technical Documentation (10)	8,260
KCIT - KING COUNTY FINANCE Internet Services (Institutional Network Services Contract)	90,890
KNOWBE4, INC Security Awareness Training Subscription	21,550
MEDIA CONTROL SYSTEMS Tightrope Cablecast Software Assurance Plan and Annual Support Plan	2,700
NETWORK 2000 HP Hardware Annual Maintenance	26,790
PRESIDIO NETWORK SOLUTIONS Consolidated Cisco CON-SMARTNET maintenance renewals	149,160
RFI COMMUNICATIONS Prowatch - Annual support	5,770
SERVERA (FORMERLY TELARUS) Voice Management System Annual Support	2,130
SHI Darktrace subscription	71,050
insightIDR	33,410
SOLARWINDS Orion Network Monitoring Product Suite	31,520
ZOHO CORP. Password Manager Pro Premium Edition 5 Admins	1,640
ZOOM Citywide licenses	1,600
Total for Technical Services	1,422,060
Grand Total	3,469,690

VEHICLE REPLACEMENTS

Current Fleet Number	Vehicle Description Current	Vehicle Description Replacement	Estimated Cost 2024
Parks, Recreation and Community Services			
PARK MAINTENANCE			
6317	2008 Ford F350 Pickup	Ford F350 SC 4x4 Flatbed	85,000
6340	2011 Ford F350 Pickup	Ford F350 SC 4x4 Flatbed	85,000
6356	2008 Ford F450 Pickup	Ford F350 SC 4x4 Flatbed	90,000
6391	2003 Interna 4300 Chip Truck	Kenworth T880 Chip Body	26,000
Police			
ADMIN			
3893	2014 Chevrolet Impala	Ford Escape/Bronco Sport	36,000
3897	2015 Ford Explorer	Explorer Hybrid/Responder Pickup	90,000
3478	2020 Ford E450	Ford F550 Evidence/Crime Scene Van	350,000
INVESTIGATIONS			
1100	2011 Ford Fusion	Ford Escape/Bronco Sport	36,000
3114	2017 Ford Explorer	Explorer Hybrid/Responder Pickup	90,000
8853	2012 Ford Escape	Ford Escape/Bronco Sport	36,000
3470	2017 Ford Taurus PPV	Ford Escape/Bronco Sport	36,000
K-NINE			
3504	2016 Chevrolet Tahoe	Explorer Hybrid/Responder Pickup	90,000
3505	2016 Chevrolet Tahoe	Explorer Hybrid/Responder Pickup	90,000
PATROL			
3858	2016 Chevrolet Tahoe	Explorer Hybrid/Responder Pickup	90,000
3864	2016 Chevrolet Tahoe	Explorer Hybrid/Responder Pickup	90,000
3871	2016 Chevrolet Tahoe	Explorer Hybrid/Responder Pickup	90,000
3911	2018 Ford Explorer	Explorer Hybrid/Responder Pickup	90,000
TRAFFIC			
3717	2016 Ford Explorer	Explorer Hybrid/Responder Pickup	90,000
Public Works			
CONSTRUCTION			
9207	2018 Ford Escape	Ford Escape/Bronco Sport	36,000
FLEET MOTORPOOL			
8839	2001 Dodge Ram 3500	Ford F350 SC 4x4 Flatbed	85,000
8849	1999 Chevy C30 Dump	Ford F350 4x4 Dump Box	74,000
8734	1995 Interna 4900	Kenworth T880 10yd	425,000
STREET MAINTENANCE			
8856	1997 Ford F350 Flatbed	Ford F350 Flatbed	74,000
WATER			
5531	2016 Ford Escape	Ford Escape/Bronco Sport	36,000
TBD			
Unallocated			568,560
Total			\$2,320,000

GLOSSARY OF BUDGET RELATED TERMS

- Accrual Basis of Accounting.** A method of accounting that matches revenues and expenses with the period to which they relate, rather than focusing on actual cash flows. In this method, for example, an asset is depreciated as it is “used up”, and the expense is recognized in periodic increments, rather than assuming the asset holds its value until it is actually disposed of.
- Adjusted Budget.** The budget as revised through supplemental appropriations approved by Council during the year and included in the annual budget amendment ordinance.
- Assessed Valuation.** The taxable portion of fair market value of both real and personal property, as determined by the King County Assessors Office.
- BARS.** The State of Washington Budget, Accounting and Reporting System required for all governmental entities in the state of Washington.
- Benefits.** City paid benefits provided for employees such as social security, retirement, worker's compensation, life insurance, medical insurance, and management benefits.
- Biennial Budget.** A financial operations plan (budget) spanning two years.
- Bond Refinancing.** The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.
- Budget.** The financial plan for the operation of a program or organization for the year or for the project through completion. Legal authority and requirements are found in Revised Code of Washington (RCW 35A.33).
- Capital Expenditures.** Funds spent for the acquisition of a long-term asset.
- Capital Facility Plan.** The portion of the Capital Improvement Plan that relates to the city facilities and infrastructure that are planned for under the growth management act and are included in the City of Kent Comprehensive Plan. The plan includes estimated project costs, sources of funding and timing of work over a six-year period.
- Capital Improvement.** The capital projects approved and funded in the first two years of the
Budget adopted Capital Improvement Program
- Capital Improvement.** The plan of all capital projects, including those that do not qualify as
Program (CIP) "facilities" for the Capital Facility Plan, such as large pieces of equipment or vehicles.
- Capital Outlay.** Fixed assets which have a value of \$5,000 or more and have a useful life of more than three years or assets of any value, if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

GLOSSARY OF BUDGET RELATED TERMS

- Capital Project**.....The largely one-time cost for acquisition, construction, improvement, replacement, or renovation of land, structures and improvements thereon. The cost must usually be \$25,000 or more in order to be considered a capital project; amounts under \$25,000 are considered in the operating budget. In addition, equipment is considered a capital project if it is \$25,000 or more in cost.
- Capital Reserve**.....An account used to segregate a portion of the government’s equity to be used for future capital program expenditures.
- Charges for Services**.....A revenue category which includes a charge for a specific service. These primarily include park recreation fees, plan check fees, court cost and prisoner work release fees and other miscellaneous fees.
- Comprehensive Budget**..... The comprehensive budget combines both the first two years of the financial plan for the operation of government and the Capital Improvement Budget. Excluded from the operating budget are carry-over capital projects which have been previously approved.
- Cost Allocation**..... Assignment of cost charges from one department that reimburse another department for services received. Some examples are Attorney services, Finance services and Human Resource services.
- CPI**.....Consumer Price Index A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living.
- Debt Service**.....The annual payment of principal and interest on the City's bonded indebtedness. Bonds are issued to finance the construction of capital projects such as public buildings, parks, roads, storm sewers and water system improvements.
- Depreciation**..... The loss of asset value over time and usage, recorded as an expense under the full accrual method of accounting.
- Designated Fund Balance**..... Fund balance that is not legally restricted to a specific use, but is nonetheless planned to be used for a particular purpose. For example, the General Fund has a fund balance that is designated for contingency. There is no legal restriction on the use of this fund balance, but it is budgeted to provide financial stability.
- Enterprise Fund**..... A fund used to account for operations that are financed and operated in a manner similar to private business enterprise where the measurement focus is on the cost of providing a service, such as water on a continual basis. Costs are recovered through user charges.
- Estimated Actual**..... An estimate of the year end balance of a revenue or expenditure account.

GLOSSARY OF BUDGET RELATED TERMS

- Expenditure**..... The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.
- Expense**..... Charges incurred (whether paid immediately or deferred) for proprietary fund operations, maintenance, interest or other charges.
- Fees**..... A general term used for any charge for services levied by government associated with providing a service, permitting an activity, or imposing a penalty. Major types of fees include business and non-business licenses and user charges.
- Fines and Forfeitures**..... A revenue category which primarily includes court, police, traffic and parking fines and forfeitures of property.
- Fund**..... A self-balancing set of accounts with revenues and expenses that are segregated for the purpose of carrying out a specific purpose or activity.
- Fund Balance**..... Working capital or the net current assets less short term liabilities.
- GAAFR**..... Governmental Accounting, Auditing and Financial Reporting. The "blue book" published by the Municipal Finance Officers Association (now the Government Finance Officers Association) to provide detailed guidance for the application of accounting principals for governments.
- GAAP**..... Generally Accepted Accounting Principles are standards used for accounting and reporting by both private industry and governments.
- GASB**..... Government Accounting Standards Board established in 1985 to regulate the rules and standards for all governmental units.
- General Fund**..... The General Fund is used to account for all of the City's resources except for those resources which are accounted for in a special purpose fund.
- General Obligation Bonds**..... Bonds for which the full faith and credit of the insuring government are pledged for payment.
- IBNR**..... Medical expenses *Incurred But Not Reported* by the claimants to the insurance company.
- Intergovernmental Revenue**.... Revenue from other governments, primarily from Federal, State and County grants. State shared revenue from liquor profits and tax are also forms of intergovernmental revenue.
- LEOFF**..... Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.
- Licenses and Permits**..... Revenue category that includes building permits, business and amusement licenses and any other miscellaneous licenses or permits.
- LID**..... Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

GLOSSARY OF BUDGET RELATED TERMS

- LTGO Bonds** *Limited Tax General Obligation* bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds which must be approved by vote of the public. LTGO bonds must not exceed 1.5 percent of the assessed valuation. The total of LTGO and voted bonds must not exceed 2.5 percent of assessed valuation per State R.C.W.
- Miscellaneous Revenue** A revenue category that basically includes leases and rentals of the various city facilities, Senior Center donations plus other revenue such as pay phone revenue.
- Modified Accrual** A basis of accounting in which revenues are recognized when available and measurable and expenditures are recorded in the period the liabilities are incurred.
- Net Budget** The net budget eliminates double counting of the budget by excluding fund transfers and internal service charges such as interfund equipment rental and insurance charges. The net budget represents the true level of spending in the budget.
- Object of Expenditure** Expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include salaries and wages, benefits, supplies, contracted services and capital outlay.
- Operating Budget** An operations plan, expressed in financial terms, whereby an operating program is funded for a single year. Per state law, operating budgets lapse at year-end.
- Operating Expense** Those costs including expenditures for salaries and wages, benefits, supplies, services and charges which are necessary to support the primary services of the organization. For example, telephones, printing and motor pool charges, and office supplies are operating expenses.
- Organization** A major organizational unit usually responsible for carrying out a major component of department or program responsibilities.
- PERS** Public Employees Retirement System provided for employees other than Police and Fire by the State of Washington.
- Preliminary Actual** The balance of revenue or expenditure accounts at year-end, but before the final closing of the City's books. This will usually be close to the final actual amounts, but may not include all accruals or other adjustments.
- Proposed Budget** The Mayor's recommended budget submitted to the City Council and the public for approval in October of each year.
- Reserved Fund Balance** Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

GLOSSARY OF BUDGET RELATED TERMS

- Reserves (Fund)**..... The unencumbered year-end balance of revenue less expenditures in governmental funds.
- Restricted Fund Balance**..... The portion of working capital that is not available for general expenditure. The balance is maintained for a specific designated use.
- Revenue**..... Income received by the City in support of its program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines, interest income and other miscellaneous revenue.
- Revenue Bonds**..... Bond issued pledging future revenues, usually water, sewer, or drainage charges to cover debt payments in addition to operating costs.
- Salaries and Wages**..... A majority of City employees are paid a monthly salary based on an annual standard work year consisting of 2,080 hours. Some types of positions are paid hourly wages based on the prevailing wage scale.
- Supplemental Appropriation**... An appropriation approved by the Council after the initial budget appropriation. Supplemental appropriations are approved by Council during the year and an annual budget amendment ordinance is approved in December of each year.
- Unreserved Fund Balance**..... The difference between fund assets and fund liabilities of governmental or similar trust funds that is available for general expenditures.
- User Charges**..... The amount the government receives for the provision of services and commodities, or the performance of specific services benefiting the entity charged. User charges tend to be voluntary in nature, in contrast to mandatory property and income taxes. Citizens only pay user charges when a specific service is received.
- Working Capital**..... The year-end balance of current assets less current liabilities in the Enterprise and Internal Service Funds. The unencumbered balance at year-end is available for appropriation in the next year's budget.

ACRONYMS

ACFR	Annual Comprehensive Financial Report	KBAB	Kent Bicycle Advisory Board
ADA	Americans with Disabilities Act	KC	King County
AED	Automated External Defibrillator	KCC	Kent City Code
AFSCME	American Federation of State, County and Municipal Employees	KEHOC	Kent East Hill Operations Center
ARPA	American Rescue Plan Act	KPOA	Kent Police Officers Association
AV	Assessed Value	KVLT	Kent Valley Loop Trails
AWC	Association of Washington Cities	KYFS	Kent Youth & Family Services
B&O	Business & Occupation (Tax)	LGIP	Local Government Investment Pool
BLS	Bureau of Labor Statistics	MDC	Mobile Digital Computer
CAO	Chief Administrative Officer	MMOM	Meet Me on Meeker
CDBG	Community Development Block Grants	MOU	Memorandum of Understanding
CIA	Confidentiality, integrity and availability	NAICS	North American Industry Classification System
CIP	Capital Improvement Plan or Capital Improvement Program	NIBRS	National Incident Based Report System
CIS	Capital Improvement Strategy	NPDES	National Pollutant Discharge Elimination System
CJF	Criminal Justice Fund	NPV	Net Present Value
CLOMR	Conditional Letter of Map Revision	NRT	Neighborhood Response Team (PD)
CEU	Communitcy Eduction Unit (PD)	OT	Overtime
COTS	Commercial off the Shelf	PD	Police Department
CPI	Consumer Price Index	PEG	Public, Educational and Governmental
CPI-W	Consumer Price Index - Washington	PFD	Public Facilities District
CRF	Capital Resource Fund	PLC	Programmable Logic Controllers
ECD	Economic & Community Development	PRCS	Parks, Recreation & Community Services
ELT	Executive Leadership Team	PSRFA	Puget Sound Regional Fire Authority
EMS	Emergency Medical Services	PWO	Public Works Operations
FPS	Fire Protection Services	RCW	Revised Code of Washington
FTE	Full-time Equivalent	REET	Real Estate Excise Tax
GF	General Fund	RFA	Regional Fire Authority
GIS	Geographic Information System	RPO	Recovery Point Objectives
GMA	Growth Management Act	RTO	Recovery Time Objectives
GRNRA	Green River Natural Resources Area	SIU	Special Investigations Unit
GSE	Government Sponsored Enterprise	SKHHP	S. King Housing and Homelessness Partnership
HLC	Hardware Lifecycle	SLC	Software Lifecycle
HR	Human Resources	SOU	Special Operations Unit (PD)
HSA	Healthcare Savings Account	TIB	Transportation Improvement Board
HUD	Housing and Urban Development	TIF	Transportation Impact Fees
IPD	Implicit Price Deflator	TLT	Term Limited Temporary
IRC	Internal Revenue Code	TOD	Transit Oriented Development
ISP	Information Security Program	UPS	Uninterruptible Power Supply
JIS	Judicial Information System	ZTA	Zero Trust Architecture

