

# City of SeaTac

## Budget Decision Card Instructions

### **File Location & Saving:**

**File Location:** Finance\_Systems → Budget → *BudgetYears*Budget → DecisionCards

File Folders:

1. Decision Cards Due MMDDYY
  - File for turning in completed Decision Cards by due date specified
2. Instructions & Template
  - File includes Decision Card Template & Instructions

**Saving Drafts:** “Save as” using the following naming convention:

YR(YR(budgetyears))DC\_Department\_TitleofRequest\_MMDDYY(date completed) Please save a new version each time you make revisions in the corresponding due date file folder (see above). Change the date completed to reflect the new version.

*Example: 1718DC\_Finance\_VMWarePurchaseAndTraining\_072117*

### **Decision Card Instructions:**

Use the tab key to navigate through the pdf form. The following instructions are provided to assist you in determining the key components required to complete the form.

**Budget Years:** Enter the current biennium years.

*Example: City of SeaTac 2017-2018 Budget Decision Card*

**Title:** Enter the name of your request.

*Example: VMWare Purchase and Training*

**Amount:** Enter the total amount of the decision card request for the biennium. For new/additional positions, see *New Position Request Worksheet*.

*Example: \$31,500*

**\*\*Note:** When completing a decision card for a mid-biennium adjustment, funding requests can only be for the second year and not the current fiscal year.

**BARS #:** If the item is posted to a single BARS number put it here. If not, enter “Various” in the box. Space for multiple BARS numbers is provided on page 2. If Page 2 is used, verify the total matches the “Amount of Request” above. If a BARS number is not known, or needs to be created, please coordinate with Finance staff to get the appropriate account number *before* submitting the decision card.

*Example: Various*

On Page 2: 301.000.04.594.18.64.094	\$28,000
001.000.04.518.88.49.061	<u>\$3,500</u>
	\$31,500

**One-time or Ongoing:** Indicate if this request is a one-time purchase/expense or if it is on-going and there will be costs associated with this request in future years, whether known or not.

**Mandatory or Discretionary:** Indicate if this request for a new service or program is mandatory (required by state law) or discretionary (optional).

**Department/Division/Director:** Enter the department name, division name and director name.

**Preparer:** Enter the employee's name who prepared the decision card. This will be the person to answer any follow up questions or clarification regarding the request. It helps if this is also the person presenting the decision card to Council, but not necessary.

**Description:** Provide a brief description of what you are requesting the money for and/or what the City will get if the funding request is approved.

*Example: VMWare allows for the creation of virtual servers on one server to expand space available for use. The purchase of a server and the VMWare software to support technology includes on-site training. The training includes the VMWare vSphere: Install, Configure, manage course.*

**Justification:** Use this area to sell the request or explain why you are requesting these funds. Justify the need (why) and additional benefits to the City (how the City will benefit). If this was prompted by a Councilmember request, mention this here. If the request includes consulting or contracting fees, include a description of the scope of work. If the request includes equipment, include a description of what the equipment will be used for, etc.

*Example: Historically, the City has purchased servers to run programs and for the storage of data. That storage space is limited and new servers must be purchased to accommodate new technologies. Purchasing a new server and installing the VMWare application will allow the City to expand its ability to run programs and storage space for the data these programs create.*

*The City currently has 15 programs running on 3 servers with no ability to add new programs. VMWare will provide the capacity needed for addition programs approved in the 2017-2018 budget.*

*On-site training will equip a city employee with the know-how to configure and support the City's technology. Other Systems Staff will be trained by the Systems Manger which leverages the value of the training to the City.*

**Alternatives:** List any possible alternatives and/or risks to the City if funding is not approved. Do not list “do not approve request” as an alternative.

*Example: If funding is not approved the new server already approved in the 2017-2018 budget will be purchased, however it too will eventually run out of space to store data and a new server will be required when new programs are added. In addition, a new rack for storage of the servers will be required adding additional expenses to the purchase*

**City Goal:** Explain how this request addresses one or more of the Citywide goals (not your departmental goals). For reference, the City goals are listed below:

1. **CITY OPERATIONS** - Continuously improve the effectiveness and efficiency of city government.
2. **COMMUNITY ENGAGEMENT** - Actively engage the community to gather input on city governance and issues of concern.
3. **INFRASTRUCTURE INVESTMENT** - Improve the community by making capital investments.
4. **LIFELONG LEARNING** - Support and invest in lifelong learning for the City’s citizens, staff and council.
5. **PUBLIC SAFETY** - Improve public safety.
6. **REVENUE AND DEVELOPMENT** - Steward the City’s financial resources and promote economic development to ensure sustainability and future growth.

*Example: City Operations, Infrastructure Investment, and Lifelong Learning are all supported by the investment in VMWare. VMWare improves effectiveness and efficiency by provide more virtual space while reducing the need for physical equipment and space. The capital investment will improve the City’s ability to add more technology options to support City Services. The training provided will allow staff to effectively manage the technology optimizing the value of the product.*

**Funding Source:** This section provides the detail of where the funding is coming from. Four lines are provided to assist you in identifying this information. Two columns are provided for Year 1 and Year 2 of the Biennium. Enter the year in the appropriate box and the corresponding amount of the request per funding source by year. The total will automatically calculate. Verify it matches the “Amount of Request” above. List the amounts and sources of any anticipated revenues that will result in approval of this request under “other” and identify the source of revenue.

**\*\*Note:** When completing a decision card for a mid-biennium adjustment, funding requests can only be for the second year and not the current fiscal year.

**Current Operations:** Revenue streams exist to cover the purchase. These revenue streams can be used for ongoing or one-time purchases. Examples include: Taxes, Fees, Asset Sales, etc. Identify the specific funding source in the space provided.

**Ending Fund Balance:** Savings from previous years. This can be used for one-time purchases only. Identify the specific fund in the space provided.

**Grant:** A grant is available to cover the purchase. Identify the specific grant in the space provided.

**Other:** Other sources not identified above.

<i>Example:</i>	<i>2017</i>	<i>2018</i>
<i>Current Operations: (301) Additional REET Collections</i>		<i>\$28,000</i>
<i>Other: (001) Unrealized Salary Savings</i>		<i>\$3,500</i>

### **New Position Request Worksheet:**

For any decision card requesting a new or additional position, a New Position Request Worksheet is required (see attached worksheet). The first step in requesting a new position for the Budget involves a determination by the Human Resources Department of the proper classification and compensation for the position requested. Finance staff will provide you with an estimated salary and benefit cost based on the information provided by HR. Please attach the salary and benefit information you receive from Finance to your New Position Request Worksheet. In determining the total amount to be requested, please make sure all costs associated with the position have been included. Each decision card for a new position must be accompanied by a completed New Position Request Worksheet.

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*Any additional questions? Please contact the Budget Analyst in Finance at extension 4881.*

**City of SeaTac**  
**New Position Request Worksheet**

*(Required for all decision cards requesting a new position)*

**Title of Associated Decision Card:**

**Position Title** *(Provided by HR):*

**Salary Range/Step** *(Provided by HR):*

**Limited Position?:**

**Primary Duties/Responsibilities:**

Total Salary *(provided by Finance)*

Total Benefits *(provided by Finance)*

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**Subtotal Salary and Benefits**

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Furniture and Office Equipment

Computer Hardware and Software

Uniform

Vehicle *(provided by Public Works)*

Equipment Rental Charges *(from 501 Fund - provided by Public Works)*

Training

Telephone *(cell/pager, etc.)*

Other *(specify):*

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**Subtotal Associated Costs**

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**TOTAL:**

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**City of SeaTac  
Decision Card**

**Budget**

<b>Title:</b>		
<b>Amount:</b>		<b>Department:</b>
<b>BARS#:</b>		<b>Division:</b>
<b>On-Going</b>	<b>Mandatory</b>	<b>Director:</b>
<b>One-Time</b>	<b>Discretionary</b>	<b>Preparer:</b>

**Description:** *(Provide a brief overview of what is being requested)*

**Justification:** *(Explain why this is being requested and/or how the request will benefit the City):*

**Alternatives:** *(List possible alternatives and/or risks if funding is not approved):*

**City Goal:** *(Identify one or more City Goal addressed by this request):*

**Funding Source:** *(How will this request be funded):*

	<u>Source/Fund (be specific)</u>	<u>Amount</u>	<u>Amount</u>
Current Operations:			
Ending Fund Balance:			
Grant:			
Other:			
<b>TOTAL</b>			

Additional BARS #'s:

Amount: