

City of Tukwila

2008 BUDGET

***Adopted December 3, 2007
By Ordinance No. 2191***



City of Tukwila

6200 Southcenter Boulevard • Tukwila, Washington 98188

Steven M. Mullet, Mayor

October 1, 2007

TO THE TUKWILA CITY COUNCIL AND CITIZENS

I am pleased to transmit, for the Council's consideration, a balanced budget for 2008. The 2008-2013 Financial Planning Model and Capital Improvement Program accompany the budget. The proposed budget reflects the 2008 portion of the Six-Year Plan.

We have attempted to hold the budget growth to a 4% increase for the General Fund operations. Because of the significant increase in the employer retirement contributions for the Public Employee Retirement System (PERS) and Law Enforcement Officers and Fire Fighters (LEOFF), continued increased cost for healthcare coverage and critical unmet service delivery issues, the 2008 Proposed Budget increase is approximately 5.98% over 2007. Projected revenues for 2008 are anticipated to be 6.52% above the 2007 adopted budget.

Some of the proposed staffing changes for 2008 are noted below:

- A 1.0 FTE Maintenance & Operations Specialist in the Water Department to address increased development.
- A 1.0 FTE Maintenance & Operations in the Surface Water Department also to address increased development.
- A 1.0 FTE Administrative Support Technician in the Clerk's Office for succession planning.

Final carryover amounts will be reflected in the budget errata package in late November or early December.

Attached to this letter is a summary of General Fund expenditures by type. The major expenditure item continues to be salaries and benefits, which account for 72% of the General Fund commitment.

I look forward to the ensuing discussions on this proposed budget. Again, allow me to express my appreciation for your early and active involvement in the creation of this document.

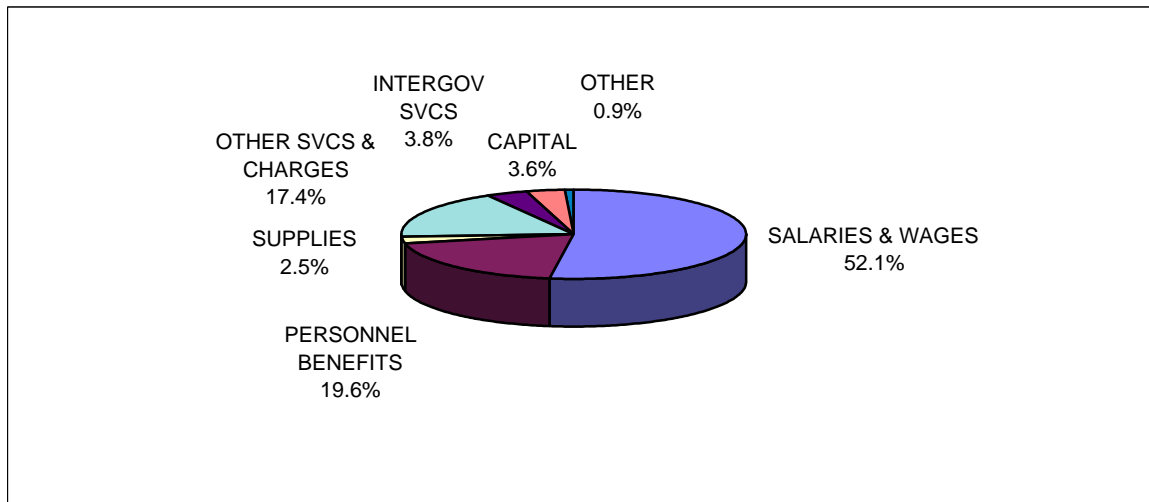
Sincerely,

Steven M. Mullet
Mayor

GENERAL FUND 2008 BUDGET ANALYSIS By Type of Expenditure

SALARIES & WAGES	\$ 23,374,311	52.1%
PERSONNEL BENEFITS	8,808,775	19.6%
SUPPLIES	1,131,214	2.5%
OTHER SERVICES & CHARGES	7,813,899	17.4%
INTERGOVERNMENTAL SERVICES	1,722,908	3.8%
CAPITAL OUTLAYS	1,602,536	3.6%
OTHER	396,000	0.9%
TOTAL EXPENDITURES: ⁽¹⁾	<u>\$ 44,849,643</u>	<u>100.0%</u>

⁽¹⁾ Does not include \$5,339,207 Fund Balance or \$1,100,000 Rainy Day amount.



SALARIES & WAGES

General Salaries: \$21,198,306

Salaries for all permanent positions

Extra Labor: 893,422

Includes: Police - \$5,000; Recreation programs - \$495,522;
Parks - \$40,000; DCD - \$44,900; Street Maintenance - \$34,000;
and all others - \$57,000

Overtime: 1,282,583

Police-\$744,752 and Fire-\$490,083 and all other
departments total \$47,748

TOTAL SALARIES & WAGES: \$23,374,311

PERSONNEL BENEFITS

Social Security	\$ 1,406,361
Retirement Contributions	1,452,109
Industrial Insurance	287,757
Medical, Dental, etc.	5,613,389
Other	49,159
TOTAL PERSONNEL BENEFITS:	\$ 8,808,775

SUPPLIES

Police	\$ 122,634
Fire	158,000
Public Works (Admin., Bldg. & Eng.)	104,222
Street Maintenance	48,606
Park Maintenance & Recreation	375,331
Finance (Central Supplies)	70,000
All Other Departments	252,421
TOTAL SUPPLIES:	\$ 1,131,214

OTHER SERVICES AND CHARGESProfessional Services:

Mayor's Office	\$ 66,100	
Human Services	332,800	
Municipal Court (Defense, etc.)	264,000	
Finance (Auditor/Computer)	72,500	
Labor Relations/Administrative Services	66,900	
City Attorney (Court/Spec. Matters)	399,140	
Recreation Programs	222,650	
Public Works	88,400	
DCD - Planning/Permitting	306,638	
Police	70,175	
Fire	55,800	
Legislative Consultants	150,000	
All Other Professional Services	273,700	
		\$ 2,368,803

Communication:

Includes postage-\$76,000; and the balance is mostly telephone expense	319,073
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Travel:

117,650

Advertising:

60,000

Operating Rentals & Leases:

Equipment Rental Fund-Deprec. & Operations	\$	1,444,767	
Recreation Programs		35,000	
All Other Departments		<u>150,500</u>	\$ 1,630,267

Insurance:

WCIA-Liability/Property			670,080
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Public Utility Services:

Payments to Surface Water	\$	321,000	
Water, Sewer, Electric, etc. for City Facilities		<u>871,100</u>	1,192,100

Repairs & Maintenance:

552,393

Miscellaneous:

803,533

Green Initiatives-\$60,000; Centennial
Celebration-\$100,000; Demolition-\$100,000;
Tukwila Community Schools Collaboration-\$100,000;
remainder for dues, memberships & printing

TOTAL OTHER SERVICES & CHARGES: \$ 7,713,899

INTERGOVERNMENTAL SERVICES

Animal Control--King County Public Health	\$	38,000
Election/Voter Registration Costs		18,000
Valley Communications		864,408
Jail		770,000
All Other		<u>32,500</u>

TOTAL INTERGOVERNMENTAL SERVICES: \$ 1,722,908

CAPITAL OUTLAYS

Computer Replacements		53,000
Police		186,425
Fire		187,611
Arts Commission		68,000
Recreation/Parks		67,500
Emergency Operations Center		65,000
All Other Departments		<u>975,000</u>

TOTAL CAPITAL OUTLAYS: \$ 1,602,536

OTHER

Transfer from Fire to 107 Fund	\$	300,000
Transfer from Fire to 401 Fund - Fire Hydrants	\$	<u>96,000</u>

TOTAL OTHER: \$ 396,000

CITY OF TUKWILA
2008 BUDGET
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City of Tukwila

Washington

Ordinance No. 2191

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING THE ANNUAL BUDGET OF THE CITY OF TUKWILA FOR THE FISCAL YEAR 2008; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the preliminary budget of the City of Tukwila for the year 2008 was submitted to the City Council in a timely manner for their review; and

WHEREAS, a Public Hearing on the proposed budget was advertised and held on November 19, 2007;

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

Section 1. The City Council hereby adopts the document entitled "City of Tukwila 2008 Budget," incorporated by this reference as if fully set forth herein, in accordance with RCW 35A.33.075.

Section 2. The totals of the estimated revenues and appropriations for each separate fund and the aggregate totals are as follows:

<u>FUND</u>	<u>EXPENDITURES</u>	<u>REVENUES</u>
000 General	\$50,188,850	\$50,188,850
101 Hotel/Motel Tax	1,941,334	1,941,334
103 City Street	551,393	551,393
104 Arterial Street	26,861,277	26,861,277
105 Contingency	872,896	872,896
107 Fire Equipment Cumulative Reserve	426,095	426,095
207 Limited Tax G.O. Bonds, 1999	1,048,236	1,048,236
208 Limited Tax G.O. Bonds, 2000	485,560	485,560
209 Limited Tax G.O. Bonds, 2003	678,299	678,299
210 Limited Tax G.O. Refunding Bonds, 2003	748,270	748,270
301 Land Acquisition, Recreation & Park Developmt.	7,631,005	7,631,005
302 Facility Replacement	3,719,446	3,719,446
303 General Government Improvements	1,718,976	1,718,976
401 Water	10,326,200	10,326,200
402 Sewer	6,266,709	6,266,709
404 Water/Sewer Revenue Bonds	605,682	605,682
405 Bond Reserve	393,548	393,548
411 Foster Golf Course	2,901,384	2,901,384
412 Surface Water	5,035,953	5,035,953
501 Equipment Rental	5,303,629	5,303,629
502 Insurance Fund	6,081,037	6,081,037
503 Insurance - LEOFF 1 Fund	1,169,731	1,169,731
611 Firemen's Pension	1,476,250	1,476,250
TOTAL ALL FUNDS COMBINED	\$136,431,760	\$136,431,760

Section 3. A complete copy of the final budget for 2008, as adopted, together with a copy of this adopting ordinance, shall be kept on file in the City Clerk's Office, and a copy shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 4. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

Section 5. Effective Date. This ordinance or a summary thereof shall be published in the official newspaper of the City, and shall take effect and be in full force and effect five days after passage and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this 3rd day of December, 2007.

ATTEST/AUTHENTICATED:

Jane E. Cantu
Jane E. Cantu, CMC, City Clerk

Steven M. Mullet

Steven M. Mullet, Mayor

APPROVED AS TO FORM BY:

[Signature]
Office of the City Attorney

Filed with the City Clerk: 11-28-07

Passed by the City Council: 12-3-07

Published: 12-6-07

Effective Date: 12-11-07

Ordinance Number: 2191

**CITY OF TUKWILA
WASHINGTON
ADOPTED ANNUAL BUDGET
2008**

Elected Officials

MAYOR: Steven M. Mullet

COUNCIL: Joe H. Duffie
Joan Hernandez
Pam Carter
Jim Haggerton
Pamela Linder
Dennis Robertson
Verna Griffin

POPULATION: 18,000

ASSESSED VALUATION: \$4,385,613,904

Property Tax Rate per \$1,000 Assessed Valuation:

General \$2.60000

Property Tax/Sales Tax Distribution by Fund:

<u>Fund</u>	<u>Property Tax Amount</u>	<u>Sales Tax Amount</u>
General (000)	\$ 11,270,000	\$ 13,225,000
Arterial Street (104)	0	2,700,000
Limited Tax G.O. Bonds, 1999 (207)	0	830,000
Limited Tax G.O. Bonds, 2000 (208)	0	250,000
Limited Tax G.O. Bonds, 2003 (209)	0	250,000
Limited Tax G.O. Refunding Bonds, 2003 (210)	0	490,000
Land Acquisition, Parks & Rec. (301)	0	200,000
Facility Replacement (302)	130,000	0
General Government Improvements (303)	0	600,000
Foster Golf Course (411)	0	500,000
TOTALS:	<u>\$ 11,400,000</u>	<u>\$ 19,045,000</u>

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
000		GENERAL FUND			
291	740	<i>Estimated Beginning Unreserved Fund Balance</i>	\$ 8,965,794	\$ 7,723,881	\$ 7,057,268
310	000	Taxes			
311	100	Real & Personal Property Tax	10,886,069	11,000,000	11,145,000
313	100	Local Retail Sales & Use Tax	12,488,590	12,608,000	13,225,000
313	600	Natural Gas Use Tax	415,652	312,000	312,000
313	710	Local Sales Tax - Criminal Justice	387,761	360,000	360,000
316	200	Admissions Tax	264,040	250,000	260,000
316	410	Electric Utility Tax	1,037,984	1,248,000	1,250,000
316	430	Gas Utility Tax	458,320	744,000	750,000
316	460	Cable Utility Tax	163,792	194,000	200,000
316	470	Telephone Utility Tax	1,270,236	1,505,000	1,525,000
317	200	Leasehold Excise Tax	93,571	91,940	95,000
317	500	Gambling Excise Taxes	1,781,176	2,300,000	2,300,000
319	801	Penalties/Gambling Taxes	2,892	10,000	2,000
		<i>Total Taxes</i>	\$ 29,250,083	\$ 30,622,940	\$ 31,424,000
320	000	Licenses and Permits			
321	300	Special Fire Permits	81,000	60,000	70,000
321	700	Amusements	18,438	15,000	15,000
321	800	Penalties/Business Licenses	5,695	10,000	6,000
321	900	Other Business Licenses/Permits	176,375	180,000	240,000
321	910	Franchise Fees	161,696	160,000	170,000
322	100	Buildings/Structures/Equipment	824,615	745,000	1,585,000
322	102	Mechanical Permits	0	0	210,000
322	103	Plumbing/Gas Permits	0	0	85,000
322	900	Other Non-Business Lic./Permits	5,411	1,000	4,000
329	000	Interfund Licenses and Permits	0	1,000	0
		<i>Total Licenses and Permits</i>	\$ 1,273,230	\$ 1,172,000	\$ 2,385,000

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
000		GENERAL FUND			
330	000	Intergovernmental Revenue			
331	160	60.01 Fed Grant - Bulletproof Vests	2,427	6,000	0
331	161	50.91 Fed Grant - LLEBG - 2004	7,550	0	0
331	161	70.31 Fed Grant - JAG	8,028	16,000	0
333	140	20.01 Nutrition/Sr. Day Care-CDBG	22,531	30,000	0
333	140	20.11 Tukwila Human Services Update	0	23,000	0
333	160	50.79 VNET Grant - Byrne Program	12,924	0	0
333	200	.22 Fed Grant - Longacres Transit-Oriented Dev.	49,265	365,500	800,000
333	200	.63 Seatbelt Safety Grant	1,902	10,000	0
333	970	.04 EMP Grant - Fire	2,000	0	0
333	970	.05 Fed UASI - Homeland Security	29,604	0	0
333	970	.06 ODPFF Grant - Fire	59,085	0	90,200
333	970	.07 Nat'l US & R Response System	8,792	0	0
333	971	.02 Hazmat Equipment Fire	120,690	0	0
333	971	.03 SHSP Grant - Fire	3,099	0	0
333	990	.59 Fed Grant - NW HIDTA	1,299	0	0
334	010	.32 Firefighter Training	14,916	0	0
334	030	.11 Coordinated Prevention Grant	8,718	15,000	10,000
334	030	.13 Shoreline Grant	25,894	16,000	0
334	030	.61 Commuter Trip Reduction Program	79,593	40,000	55,000
334	040	.24 GMA Grant - Commuter	5,464	35,000	35,000
334	040	.61 Developmental Disabilities	855	0	0
334	040	.91 EMS Participation Grant	1,463	1,500	0
336	040	.22 Local Govt Financial Assistance	73,276	0	0
336	060	.21 Criminal Justice Funding	16,578	30,000	20,000
336	060	.26 Criminal Justice Funding - Special	12,872	0	15,000
336	060	.51 DUI/Other Criminal Justice Assist	2,843	0	3,000
336	060	.94 Liquor Excise Tax	73,376	75,000	85,000
336	060	.95 Liquor Control Board Profits	111,011	130,000	130,000
337	070	.02 King County Grant - WRR	33,577	40,000	35,000
337	070	.07.08 King County Grant Local Haz. Waste	7,406	15,000	15,000
337	070	.14 King County Grant - Farmer's Market	10,000	0	0
337	072	.01 Cultural Development Authority	11,085	6,000	0
337	072	.03 Sound Transit Fire Mitigation Equipment	190,508	150,000	0
337	080	.02 Seattle City Light Agreement	1,694,298	2,050,000	2,050,000
338	120	Court Costs	0	10,000	10,000
338	210	Law Enforcement Services	35,377	0	0
338	250	Emergency Medical Services	224,092	225,000	255,000
338	390	Dog & Cat Licensing	120	1,000	0
338	720	Library Services/Janitorial	0	10,000	10,000
		<i>Total Intergovernmental Revenue</i>	<i>\$ 2,962,518</i>	<i>\$ 3,300,000</i>	<i>\$ 3,618,200</i>

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

000 GENERAL FUND

Estimated Beginning Unreserved Fund Balance - Estimated cash on hand 01/01/08. Calculated by deducting all expenditures from all sources of revenue. Also, includes \$1,100,000 carryover from 2007 for designated ending fund balance (rainy day).

Real and Personal Property Tax - City is restricted from increasing the 2008 collections by Initiative 747 to the 1% growth allowed by law because the combined rate of \$3.60 per thousand has been reached. Also, new construction valuation has been added to the amount to be collected in 2008.

Local Retail Sales and Use Tax - The 2008 estimate is based on 2007 actual projections, and then allocated between funds.

Admissions Tax - Includes: Cabarets, theaters, etc. Budget is based on actuals from 2007.

Note: The Golf Course admissions tax will not be collected in 2008.

Utility Taxes - The utility tax rate is 6% in 2008.

Gambling Excise Taxes - Includes City share of pulltab, cardroom, bingo, amusement games, raffles, etc.

Other Business Licenses/Permits - Licenses for approximately 2,400 businesses.

Franchise Fees - Includes Olympic Pipeline, Comcast, etc.

Buildings/Structures/Equipment - Building permit fees, tenant improvements, sign permits, and grading.

Intergovernmental Revenues - Most of the estimates shown are based on actuals from previous years and actual grants that are confirmed. Included in 2008, is the agreement with Seattle City Light which will generate \$2,050,000 in revenue.

Emergency Medical Services - Tukwila's share of EMS property tax levy collected county-wide. Based on calls for service.

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
000		GENERAL FUND - Cont.			
340	000	Charges for Services			
341	320	Municipal Court - Records Svcs	346	0	250
341	330	.02 Municipal Court - Warrants	16,410	30,000	20,000
341	330	.03.04 Def/Pros Admin Cost/Local Crime Lab Fee	612	0	500
341	430	Budget & Accounting Svcs	5,265	0	5,000
341	500	Sales of Maps & Publications	6,046	5,000	5,500
341	620	Municipal/Dist Court	337	0	250
341	690	WP, Printing, and Dupl., Services	5,490	4,000	5,000
341	700	Sales of Merchandise	5,738	5,000	5,000
341	701	Senior Meal Program	19,317	22,000	22,000
341	703	Entertainment Books	954	0	500
341	900	Other General Government Services	3,636	3,000	3,000
341	970	Employee Benefit Program Services	51	0	0
341	990	Passport Fees	15,900	25,000	25,000
342	100	Law Enforcement Services	72,853	50,000	50,000
342	330	Adult Probation Service Charge	37,961	150,000	40,000
342	330	.05 Active Probation Fees	7,348	0	13,000
342	330	.06 Record Check Fee	33,579	0	22,000
342	330	.07 Sentence Compliance Monitoring	508	0	1,500
342	360	Housing & Monitoring of Prisoners	634	0	300
342	370	Booking Fees	3,569	10,000	10,000
342	400	Protective Inspection Fees	203,783	100,000	100,000
342	400	.01 Planning Inspection Fees	0	116,000	116,000
342	900	Criminal Conviction Fee	4,205	0	3,500
343	200	Engineering Services	10,000	5,000	10,000
344	100	Road/Street-Maint./Repair Charge	98,097	35,000	90,000
344	101	Pavement Mitigation Fees	102,306	100,000	100,000
345	810	Zoning & Subdivision Fees	67,365	60,000	70,000
345	830	Plan Checking Fees	855,318	950,000	950,000
345	831	SEPA Checklist Fees	8,900	10,000	10,000
345	832	Electrical Plan Review	0	0	9,000
345	890	Other Planning & Development Fees	285	0	0
347	300	.02.03 Activity Fees - Recreation	101,781	108,250	105,000
347	300	.04.05 Activity Fees - Tukwila City Pool	81,848	86,600	86,600
347	600	Program Fees - Recreation	491,861	450,000	502,500
347	600	.13 Program Fees - Pool	83,627	90,000	90,000
		<i>Total Charges for Services</i>	<i>\$ 2,345,930</i>	<i>\$ 2,414,850</i>	<i>\$ 2,471,400</i>
350	000	Fines and Forfeits			
352	300	Proof Motor Vehicle Insurance	1,443	500	1,000
353	100	Traffic Infraction Penalties	120,419	85,000	123,000
353	700	Non-Traffic Infraction Penalty	472	0	0
354	000	Parking Infraction Penalties	20,662	15,000	16,000
355	200	Driving Under Influence Fines	6,299	5,000	6,000
355	800	Other Criminal Traffic Misdemeanor Fines	14,503	9,000	11,000
356	900	Other Criminal Non-Traffic Fines	16,008	6,000	16,000
357	300	Criminal Costs	27,108	30,000	27,000
359	900	Miscellaneous Fines (False Alarms)	14,184	15,000	15,000
		<i>Total Fines and Forfeits</i>	<i>\$ 221,098</i>	<i>\$ 165,500</i>	<i>\$ 215,000</i>

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
000		GENERAL FUND - Cont.			
360	000	Miscellaneous Revenues			
361	110	Investment Interest	301,762	155,000	275,000
361	400	Interest on Receivables	73,648	45,000	50,000
362	400	.01 Facilities Rents (Short -Term) - TCC	219,492	218,400	225,000
362	400	.02 Facilities Rents (Short -Term) - Pool	49,222	45,000	45,000
362	400	03.04 Other Rental Services	1,802	0	1,000
362	501	Rents - 6300 Building	56,622	65,000	65,000
362	800	Concession Proceeds - TCC	2,615	0	0
363	000	Insurance Premiums/Recoveries	1,088	1,000	1,000
366	100	Interfund Interest	21,961	20,000	0
367	000	Contributions Private Sources	5,730	10,000	15,000
369	100	Proceeds from Sale of Scrap Assets	3,593	0	0
369	200	Proceeds from Unclaimed Property	3,697	5,000	5,000
369	300	Confiscated and Forfeited Property	37,519	85,000	85,000
369	900	Other Revenue	17,179	30,000	30,000
		<i>Total Miscellaneous Revenues</i>	<i>\$ 795,930</i>	<i>\$ 679,400</i>	<i>\$ 797,000</i>
390	000	Other Financing Sources			
395	100	Proceeds from Sales of Capital Assets	200	5,000	5,000
397	190	Transfers-In: Administrative Services	1,993,581	2,130,753	2,215,982
		<i>Total Other Financing Sources</i>	<i>\$ 1,993,781</i>	<i>\$ 2,135,753</i>	<i>\$ 2,220,982</i>
		TOTAL GENERAL FUND	\$ 47,808,364	\$ 48,214,324	\$ 50,188,850

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

000 GENERAL FUND (CONT'D.)

Municipal Court Warrants - Collections on old forfeitures.

Protective/Planning Inspection Fees - Non-Licensing, non-permitting inspection services.

Pavement Mitigation Fees - Fees assessed to developers for placing of pipes in pavement and trench restoration.

Plan Checking Fees - Preliminary reviews of plans prior to permits being issued.

Activity Fees - Recreation - Fees for workout gym, racketball, etc.

Program Fees - Recreation - These are the class and team fees paid for Recreation Department programs, activities, and events.

Fines and Forfeits - Amount based upon 2007 estimated activity.

Interest on Receivables - This includes \$50,000 in interest from the State for delays in sales tax distributions.

Facility Rents (Short Term) - Rentals of the Community Center by groups using rooms, kitchen facilities, and ballfield and picnic shelter reservation fees.

Rents - 6300 Building - Estimate based upon same level of occupancy as in 2007.

Confiscated and Forfeited Property - These are drug seizures and other confiscations which become the assets of the City. Revenues are restricted as to use.

Transfers-In: Administrative Services - Includes General Fund contributions from the following funds:
Arterial Street (\$591,657); Water (\$562,500); Sewer (\$461,663); Surface Water (\$347,462);
Foster Golf Course (\$12,149); Land Acq., Rec. & Park (\$55,886); and Equipment
Rental (\$184,665).

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
101		HOTEL/MOTEL TAX			
291	740	<i>Estimated Beginning Unreserved Fund Balance</i>	\$ (515,924)	\$ 618,189	\$ 751,834
313	300	Hotel/Motel Tax	501,478	480,000	600,000
338	570	SeaTac Costs	364,000	409,000	422,500
338	571	Kent Costs	99,999	110,000	120,000
338	572	Des Moines Costs	18,014	20,000	22,000
361	110	Investment Interest	30,862	10,000	20,000
369	900	Miscellaneous	8,410	5,000	5,000
		TOTAL HOTEL/MOTEL TAX	\$ 506,839	\$ 1,652,189	\$ 1,941,334

103		CITY STREET			
291	740	<i>Estimated Beginning Unreserved Fund Balance</i>	\$ 397,258	\$ 50,442	\$ 234,393
330	000	Intergovernmental Revenue			
336	000	.87 Motor Vehicle Fuel Tax - Street	270,418	286,000	307,000
		<i>Total Intergovernmental Revenue</i>	<i>\$ 270,418</i>	<i>\$ 286,000</i>	<i>\$ 307,000</i>
360	000	Miscellaneous Revenues			
361	110	Investment Interest	9,428	10,400	10,000
		<i>Total Miscellaneous Revenues</i>	<i>\$ 9,428</i>	<i>\$ 10,400</i>	<i>\$ 10,000</i>
		TOTAL CITY STREET	\$ 677,104	\$ 346,842	\$ 551,393

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

101 HOTEL/MOTEL TAX

Hotel/Motel Tax - 2008 revenue reflects the SeaTac/Tukwila joint marketing effort.
City of Kent and City of Des Moines are associate members contributing
\$142,000 in 2008.

103 CITY STREET

Estimated Beginning Unreserved Fund Balance - Reflects carryover of capital projects.

Motor Vehicle Fuel Tax - Street - This revenue is allocated by the State based on population and is
available for street capital.

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE-MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
104		ARTERIAL STREET			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 5,087,338	\$ 4,786,787	\$ 7,193,757
310	000	Taxes			
313	100	Local Retail Sales & Use Tax	2,675,938	2,600,000	2,700,000
316	300	Parking Tax	138,744	175,000	130,000
317	350	REET 2 - Second Quarter Per Cent	1,530,994	600,000	600,000
319	805	RE Excise Tax Penalties/Interest	28	0	0
		Total Taxes	\$ 4,345,704	\$ 3,375,000	\$ 3,430,000
330	000	Intergovernmental Revenue			
333	200	.26 Fed. Grant - Green River Valley Signal	40,197	0	0
333	202	.21 Fed. Grant - TIB PH II (116 - 132)	84,511	1,678,000	1,900,000
333	202	.28 Fed. Grant - S/C Pkwy (S 180th St.-S.200th)	0	0	72,000
333	202	.29 Fed. Grant - Traffic Signal Interconnect	453,946	0	0
333	203	.21 Fed. Grant - Interurban S. (S. 143rd - FDW)	48,450	201,000	81,000
333	203	.22 Fed. Grant - BAR/EMW Intersection	0	200,000	0
333	203	.23 Fed. Grant - TIB PH III (132 - 138)	0	2,980,000	1,322,000
333	203	.24 Fed. Grant - Tukwila Urban Center ACC Klick	1,178,391	436,000	436,000
333	203	.25 Fed. Grant - Tukwila Urban Center - Ped/Bic	525	200,000	198,000
334	030	.63 State Grant - TIB PH III (132-138)	0	0	1,723,000
334	031	.81 State Grant - TIB PH II (116 - 132)	126,767	2,515,000	2,360,000
334	031	.84 State Grant - S. 144th (TIB - Military)	246,358	192,000	0
334	031	.85 State Grant - Tukwila Urban Center ACC Klick	0	200,000	0
336	000	.87 Motor Vehicle Fuel Tax - St. Imp.	127,256	135,200	144,520
338	950	Road & Street Construction Services	4,368	0	0
		Total Intergovernmental Revenue	\$ 2,310,769	\$ 8,737,200	\$ 8,236,520
360	000	Miscellaneous Revenue			
361	110	Investment Interest	241,905	150,000	200,000
366	100	Interfund Interest	28,459	0	0
367	120	Contributions - Private Sources	803,542	1,548,000	7,000,000
391	100	G.O. Bond Proceeds	0	0	801,000
395	100	Proceeds from Sales of Capital Assets	360,207	0	0
		Total Miscellaneous Revenues	\$ 1,434,113	\$ 1,698,000	\$ 8,001,000
		TOTAL ARTERIAL STREET	\$ 13,177,924	\$ 18,596,987	\$ 26,861,277

105		CONTINGENCY FUND			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 781,955	\$ 801,955	\$ 842,896
361	110	Investment Interest	35,941	25,000	30,000
		TOTAL CONTINGENCY FUND	\$ 817,896	\$ 826,955	\$ 872,896

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

104 ARTERIAL STREET

Estimated Beginning Unreserved Fund Balance - Includes funding for 2007 carryover capital projects.

316 300 - Parking Tax - Projections are based on 2007 estimated activity.

317 350 - REET 2 - Second Quarter Per Cent - The real estate excise tax is levied on all sales of real estate. The funds must be spent for capital purposes.

333/334 - Federal and State grants shown in 2008 are reflected in the 2008-2013 CIP

367 120 - Contributions - For the Sound Transit/Southcenter Blvd Improvements Project (\$7,000,000).

391 100 G.O. Bond Proceeds - \$801,000 for Strander Blvd extension Project

105 CONTINGENCY FUND

Estimated Beginning Unreserved Fund Balance - These funds are intended to be used only in the case of emergency.

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
107		FIRE EQUIPMENT CUMULATIVE RES.			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 624,854	\$ 332,854	\$ 106,095
337	072	.01 Sound Transit Aerial Apparatus	966,896	0	0
361	110	Investment Interest	41,343	8,000	20,000
367	110	Aid Car Donations	215	0	0
397	220	Transfers - In General Fund	150,000	300,000	300,000
		TOTAL FIRE EQUIP. CUMULATIVE RES.	\$ 1,783,308	\$ 640,854	\$ 426,095

207		LIMITED TAX G.O. BONDS, 1999			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 474,988	\$ 182,383	\$ 208,236
313	100	Local Retail Sales & Use Tax	567,367	800,000	830,000
361	110	Investment Interest	21,094	10,000	10,000
		TOTAL LIMITED TAX G.O. BONDS, 1999	\$ 1,063,449	\$ 992,383	\$ 1,048,236

208		LIMITED TAX G.O. BONDS, 2000			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 152,884	\$ 155,007	\$ 230,560
313	100	Local Retail Sales & Use Tax	267,551	250,000	250,000
338	280	Valley Com Contribution	51,196	0	0
361	100	Investment Interest	7,645	3,000	5,000
		TOTAL LIMITED TAX G.O. BONDS, 2000	\$ 479,276	\$ 408,007	\$ 485,560

209		LIMITED TAX G.O. BONDS, 2003			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 328,360	\$ 310,033	\$ 418,299
313	100	Local Retail Sales & Use Tax	267,551	350,000	250,000
361	100	Investment Interest	11,944	5,000	10,000
		TOTAL LIMITED TAX G.O. BONDS, 2003	\$ 607,855	\$ 665,033	\$ 678,299

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

107 FIRE EQUIPMENT CUMULATIVE RES.

Transfers-In General Fund - Funds are received from the Fire Department budget each year for future fire equipment purchases. The annual amount is \$300,000 for 2008. This fund purchases replacement major fire equipment.

207 LIMITED TAX G.O. BONDS, 1999

Fund to pay debt service on \$10,000,000 bond issue in 1999, for purchase of the 6300 Building parking lot expansion and Tukwila Village funding.

208 LIMITED TAX G.O. BONDS, 2000

This fund provides payment of the City's portion of debt associated with the new Valley Communications Center. The amount for 2008 will be paid with a distribution of sales tax revenues.

209 LIMITED TAX G.O. BONDS, 2003

This fund was created in 2003 to pay the general government's portion of debt service on the \$12,050,000 Bond issue of 2003. The bonds were issued to provide payment to King County for the South Park Bridge transfer, a new clubhouse at Foster Golf Course, and various major arterial street projects.

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
210		LIMITED TAX G.O. REFUNDING BONDS, 2003			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 349,006	\$ 241,607	\$ 248,270
313	100	Local Retail Sales & Use Tax	401,398	450,000	490,000
361	110	Investment Interest	17,069	7,000	10,000
		TOTAL LTD TAX G.O. REFUNDING BONDS, 2003	\$ 767,473	\$ 698,607	\$ 748,270

301		LAND ACQUISITION, REC. & PARK			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 2,130,782	\$ 1,735,840	\$ 4,063,705
310	000	Taxes			
313	100	Local Retail Sales & Use Tax	214,012	200,000	200,000
317	200	Leasehold Excise Tax	253	300	300
317	340	REET 1 - First Quarter Per Cent	1,531,022	600,000	600,000
		Total Taxes	\$ 1,745,287	\$ 800,300	\$ 800,300
330	000	Intergovernmental Revenue			
334	020	.73 Fort Dent Park	0	150,000	0
337	070	.11 Codiga Farm Side Channel	0	10,000	110,000
337	070	.13 Duwamish River Bend Hill Park	0	360,000	280,000
337	070	.15 57th Ave. S. Park Extension	0	75,000	0
337	070	.16 Macadam Winter Garden	0	150,000	0
337	070	.17 Ryan Hill Park	0	0	150,000
337	070	.18 Duwamish Gardens	0	0	2,059,000
337	070	.19 Riverbend Creek Flap Gate	0	0	50,000
337	070	.20 KC Open Space Grant-Grnbilt Trails	0	0	20,000
337	070	.21 KC Open Space Grant - Black River Trail	0	0	23,000
		Total Intergovernmental Revenue	\$ -	\$ 745,000	\$ 2,692,000
360	000	Miscellaneous Revenue			
361	110	Investment Interest	130,389	50,000	75,000
362	500	Facilities Leases (Long Term)	6,411	0	0
367	110	Gifts - Private Sources	0	75,000	0
367	120	Contributions - Private Sources	86,000	291,000	0
		Total Miscellaneous Revenues	\$ 222,800	\$ 416,000	\$ 75,000
		TOTAL LAND ACQUISITION, REC. & PARK	\$ 4,098,869	\$ 3,697,140	\$ 7,631,005

302		FACILITY REPLACEMENT			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 2,274,443	\$ 2,459,943	\$ 2,678,446
311	100	Real & Personal Property Tax	132,777	130,000	130,000
317	200	Leasehold Excise Tax	1,526	1,000	1,000
361	110	Investment Interest	106,435	50,000	75,000
362	500	Facilities Leases (Long Term)	44,030	40,000	40,000
395	100	Proceeds from Sales of Capital Assets	0	0	795,000
		TOTAL FACILITY REPLACEMENT	\$ 2,559,211	\$ 2,680,943	\$ 3,719,446

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

210 **LIMITED TAX G.O. REFUNDING BONDS, 2003**

This fund was established in 2003 to replace the 201 Fund which was eliminated with the refunding bonds. The Capital Projects included Fire Station #53 and the Tukwila Community Center.

301 **LAND ACQUISITION, REC. & PARK**

Local Retail Sales & Use Tax - To support Capital Plan.

REET 1 - First Quarter Per Cent - Collected by King County when property in Tukwila is sold.
Revenue is available for any park or open space project.

302 **FACILITY REPLACEMENT**

Real and Personal Property Tax - Allocation for facilities.

Proceeds From Sales of Capital Assets - Estimated allocation from the sale of Tukwila Village/Northfield Carwash Property.

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
303		GENERAL GOV. IMPROVEMENTS			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 1,272,728	\$ 829,457	\$ 1,058,976
313	100	Local Retail Sales & Use Tax	321,090	380,000	600,000
333	140	20.01 Minor Home Repair	39,218	20,000	20,000
361	110	Investment Interest	51,383	40,000	40,000
		TOTAL GENERAL GOV. IMPROVEMENTS	\$ 1,684,419	\$ 1,269,457	\$ 1,718,976

401		WATER FUND			
293	700	Estimated Beginning Working Capital	\$ 6,602,878	\$ 6,306,848	\$ 5,578,200
340	000	Charges for Services			
342	400	Protective Inspection Fees	345	1,000	1,000
343	401	Regular Mo.Chges & Misc.Water Usage	3,674,002	4,036,000	4,439,000
343	402	Meter Installations - Temporary	3,253	2,000	2,000
343	403	Repair Services	6,805	2,000	2,000
343	404	Sale of Material	0	2,000	2,000
343	405	Miscellaneous Charges	2,600	2,000	2,000
343	406	Shut Off Notice Service Charges	3,021	2,000	2,000
343	407	Reclaimed Water Charges	19,329	2,000	2,000
		<i>Total Charges for Services</i>	<i>\$ 3,709,355</i>	<i>\$ 4,049,000</i>	<i>\$ 4,452,000</i>
360	000	Miscellaneous Revenues			
361	110	Investment Interest	289,378	150,000	150,000
379	002	Capital Contributions - Contractors/Devlprs	120,824	10,000	10,000
379	004	Capital Contributions - Allentown/Ryan Hill	20,284	10,000	40,000
		<i>Total Miscellaneous Revenues</i>	<i>\$ 430,486</i>	<i>\$ 170,000</i>	<i>\$ 200,000</i>
380	000	Non Revenues			
382	200	Revenue Bond Proceeds	939,277	0	0
382	804	PWTF Loan	1,239,750	82,000	0
		<i>Total Non Revenues</i>	<i>\$ 2,179,027</i>	<i>\$ 82,000</i>	<i>\$ -</i>
390	000	Other Financing Sources			
397	222	Transfers-In Hydrant Rental	95,940	96,000	96,000
		<i>Total Other Financing Sources</i>	<i>\$ 95,940</i>	<i>\$ 96,000</i>	<i>\$ 96,000</i>
		TOTAL WATER FUND	\$ 13,017,686	\$ 10,703,848	\$ 10,326,200

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

303 GENERAL GOV. IMPROVEMENTS

Estimated Beginning Unreserved Fund Balance - Carried over amounts for completion of adopted CIP.

401 WATER FUND

Regular Mo. Chgs. & Misc. Water Usage - Includes standby, consumption and meter charges.
Based on projected consumption.

Capital Contributions - Contractors/Developers - Connection to system fees.

Capital Contributions - Allentown/Ryan Hill - Connection to system fees.

Transfers-In Hydrant Rental - This reflects the amount paid to the Water Fund from the
General Fund (Fire) for the use of hydrants.

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
402		SEWER FUND			
293	700	<i>Estimated Beginning Working Capital</i>	\$ 2,274,141	\$ 3,171,952	\$ 169,709
340	000	Charges for Services			
343	501	Regular Monthly Charges	3,710,575	3,970,000	4,095,000
343	502	Repair Services	0	2,000	2,000
343	503	Miscellaneous Charges	132,652	150,000	150,000
		<i>Total Charges for Services</i>	\$ 3,843,227	\$ 4,122,000	\$ 4,247,000
360	000	Miscellaneous Revenues			
361	110	Investment Interest	86,072	50,000	50,000
379	002	Capital Contributions - Contractors/Develprs	459	2,000	0
379	004	Capital Contributions - Allentown/Ryan Hill	43,218	50,000	300,000
		<i>Total Miscellaneous Revenues</i>	\$ 129,749	\$ 102,000	\$ 350,000
380	000	Non Revenues			
382	200	Revenue Bond Proceeds	1,781,387	0	1,500,000
382	804	PWTF Loan	2,351,250	157,000	0
		<i>Total Non Revenues</i>	\$ 4,132,637	\$ 157,000	\$ 1,500,000
		TOTAL SEWER FUND	\$ 10,379,754	\$ 7,552,952	\$ 6,266,709

404		WATER/SEWER REVENUE BONDS			
291	740	<i>Estimated Beginning Unreserved Fund Balance</i>	\$ (582,901)	\$ -	\$ -
390	000	Other Financing Sources			
397	720	Transfers-In Water/Sewer	510,000	319,000	346,800
397	820	Transfers-In Water/Sewer	180,053	272,984	258,882
		<i>Total Other Financing Sources</i>	\$ 690,053	\$ 591,984	\$ 605,682
		TOTAL WATER/SEWER REVENUE BONDS	\$ 107,152	\$ 591,984	\$ 605,682

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

402 SEWER FUND

Regular Monthly Charges - Includes the pass through of Metro charges.

Miscellaneous Charges - Most of these charges are for hazardous materials treatment requirements for some commercial customers.

Capital Contributions - Allentown/Ryan Hill - Projected cash collections for new sewer hookups.

Revenue Bond Proceeds - Projected allocations from the Gravity sewer under Interstate 405 Project.

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
405		BOND RESERVE FUND			
293	700	Estimated Beginning Working Capital	\$ 577,587	\$ 393,548	\$ 393,548
		TOTAL BOND RESERVE FUND	\$ 577,587	\$ 393,548	\$ 393,548

411		FOSTER GOLF COURSE			
293	700	Estimated Beginning Working Capital	\$ 129,365	\$ 226,306	\$ 604,384
313	100	Local Retail Sales & Use Tax	644,321	500,000	500,000
317	200	Leasehold Excise Tax	1,152	2,000	2,000
341	702	Sales of Merchandise/Pro Shop	149,077	150,000	155,000
341	704	Sales of Snacks	14,225	15,000	15,000
347	301	Green Fees	1,049,496	1,250,000	1,300,000
347	601	Golf Instruction	9,585	15,000	10,000
359	901	Miscellaneous Fines & Penalties	921	0	0
361	110	Investment Interest	22,998	6,000	15,000
362	100	Equipment Rentals (Short Term)	15,655	15,000	15,000
362	101	Power Cart Rentals	170,034	160,000	165,000
362	800	Concession Proceeds	10,383	120,000	120,000
369	900	Other Revenue	886	0	0
		Total Taxes, Charges for Services & Misc Revenue	\$ 2,088,733	\$ 2,233,000	\$ 2,297,000
		TOTAL FOSTER GOLF COURSE	\$ 2,218,098	\$ 2,459,306	\$ 2,901,384

412		SURFACE WATER FUND			
293	700	Estimated Beginning Working Capital	\$ 1,753,778	\$ 2,757,821	2,310,953
330	000	Intergovernmental Revenue			
334	030	.12 State Grant - NPDES	0	0	75,000
		Total Intergovernmental Revenue	\$ -	\$ -	\$ 75,000
342	000	Charges for Services			
343	831	Regular Annual Charges	2,196,830	2,200,000	2,530,000
		Total Charges for Services	\$ 2,196,830	\$ 2,200,000	\$ 2,530,000
360	000	Miscellaneous Revenues			
361	110	Investment Interest	103,029	110,000	115,000
361	400	Interest on Receivables	4,767	4,000	4,000
369	900	Other Revenue	0	1,000	1,000
		Total Miscellaneous Revenues	\$ 107,796	\$ 115,000	\$ 120,000
		Other			
379	002	Capital Contributions - Contractors/Dev	961,648	0	0
382	200	Revenue Bond Proceeds	518,222	0	0
382	800	Public Works Trust Fund-Loan Proceeds	1,733,014	46,000	0
395	400	Gain/(Losses) on Disp.of Capital Assests	114,160	0	0
397	380	Transfers-In From 103 Fund	430,000	0	0
397	380	Transfers-In From 104 Fund	850,000	0	0
		Total Other	\$ 4,607,044	\$ 46,000	\$ -
		TOTAL SURFACE WATER FUND	\$ 8,665,448	\$ 5,118,821	\$ 5,035,953

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

405 BOND RESERVE FUND

Estimated Beginning Working Capital - Reserve fund accumulation which will be maintained until bonds are redeemed or insurance is purchased.

411 FOSTER GOLF COURSE

Local Sales & Use Tax - To provide General Government's share of debt service paid by the Foster Golf Course.

Green Fees - Total of all (net of sales taxes) fees paid to play golf. Number of rounds played in 2008 is estimated to be at normal levels.

Golf Instruction - Fees for golf lessons provided by Pro Shop staff position.

Concession Proceeds - These are derived from Gordy's restaurant.

412 SURFACE WATER FUND

NPDES Grant - State funding awarded for the National Pollutant Discharge Elimination System program.

Regular Annual Charges - The estimate for 2008 reflects a city rate increase of 15%.

**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

BASIC SUB	ELE- MENT	DESCRIPTION	2006 ACTUAL	2007 BUDGET	2008 BUDGET
501		EQUIPMENT RENTAL FUND			
293	700	Estimated Beginning Working Capital	\$ 3,324,851	\$ 3,310,535	\$ 3,018,625
348	000	Internal Service Fund Charges			
348	300	Vehicle/Equipment Repair Charges	749,953	905,317	1,211,925
348	301	Other Charges - Depreciation	492,101	525,269	623,079
348	500	Fuel Sales	316,391	260,000	300,000
		<i>Total Internal Service Fund Charges</i>	<i>\$ 1,558,445</i>	<i>\$ 1,690,586</i>	<i>\$ 2,135,004</i>
360	000	Miscellaneous Revenues			
361	110	Investment Interest	126,569	100,000	100,000
369	100	Sale of Scrap & Junk	71	0	0
		<i>Total Miscellaneous Revenues</i>	<i>\$ 126,640</i>	<i>\$ 100,000</i>	<i>\$ 100,000</i>
379	003	Capital Contributions - Other Funds	966,896	0	0
395	100	Proceeds from Sales of Capital Assets	56,899	20,000	20,000
395	200	Compensation/Loss of Capital Assets	42,723	30,000	30,000
		<i>Total Other Financing Sources</i>	<i>\$ 1,066,518</i>	<i>\$ 50,000</i>	<i>\$ 50,000</i>
397	000	Transfers-In	284,000	0	0
		<i>Total Non Revenues</i>	<i>\$ 284,000</i>	<i>\$ 0</i>	<i>\$ -</i>
		TOTAL EQUIPMENT RENTAL FUND	\$ 6,360,454	\$ 5,151,121	\$ 5,303,629

502		INSURANCE FUND			
293	700	Estimated Beginning Working Capital	\$ (259,587)	\$ 295,393	\$ 714,870
341	970	Employee Benefit Program Svcs	930	1,100	1,100
361	110	Investment Interest	35,009	20,000	25,000
366	500	Trust Contributions-Employer	3,994,861	4,736,319	5,274,067
369	710	Voluntary Contributions from Employees	46,331	36,000	36,000
369	720	Mandatory Contributions from Employees	89,993	30,000	30,000
		TOTAL INSURANCE FUND	\$ 3,907,537	\$ 5,118,812	\$ 6,081,037

503		INSURANCE - LEOFF I FUND			
293	700	Estimated Beginning Working Capital	\$ 617,245	\$ 621,542	\$ 514,752
361	110	Investment Interest	33,920	30,000	30,000
366	500	Trust Contributions-Employer	481,343	559,344	624,979
		TOTAL INSURANCE - LEOFF I FUND	\$ 1,132,508	\$ 1,210,886	\$ 1,169,731

611		FIREMEN'S PENSION FUND			
291	740	Estimated Beginning Unreserved Fund Balance	\$ 1,277,004	\$ 1,315,004	\$ 1,376,250
330	000	Intergovernmental Revenue			
336	060	.91 Fire Insurance Premium Tax	45,951	50,000	50,000
		<i>Total Intergovernmental Revenue</i>	<i>\$ 45,951</i>	<i>\$ 50,000</i>	<i>\$ 50,000</i>
360	000	Miscellaneous Revenues			
361	110	Investment Interest	51,886	45,000	50,000
		<i>Total Miscellaneous Revenues</i>	<i>\$ 51,886</i>	<i>\$ 45,000</i>	<i>\$ 50,000</i>
		TOTAL FIREMEN'S PENSION FUND	\$ 1,374,841	\$ 1,410,004	\$ 1,476,250

		TOTAL ALL FUNDS	\$ 123,773,052	\$ 120,401,003	\$ 136,431,760
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**CITY OF TUKWILA
2008 ANNUAL BUDGET
REVENUE NARRATIVE**

501 EQUIPMENT RENTAL FUND

Vehicle/Equipment Repair Charges and Fuel Sales (348.300 & 348.500) - General (\$1,040,606);
Water (\$43,147); Sewer (\$40,609); Golf Course (\$49,492); and Surface Water (\$38,071).

Other Charges - Depreciation - General (\$435,404); Water (\$27,305); Sewer (\$76,437);
Equipment Rental (\$21,887); Golf Course (\$51,973); and Surface Water (\$19030).

502 INSURANCE FUND

Trust Contributions - Employer - Represents the City's share of medical and dental contributions
to the Self-Insured Medical Program.

503 INSURANCE - LEOFF-I FUND

Trust Contributions - Employer - This fund was established to account for LEOFF-I retirees in
2004.

611 FIREMEN'S PENSION FUND

Estimated Beginning Unreserved Fund Balance - Reflects the combined cash carryover to be
used for future benefits.

**CITY OF TUKWILA
EXPENDITURE SUMMARY
GENERAL FUND**

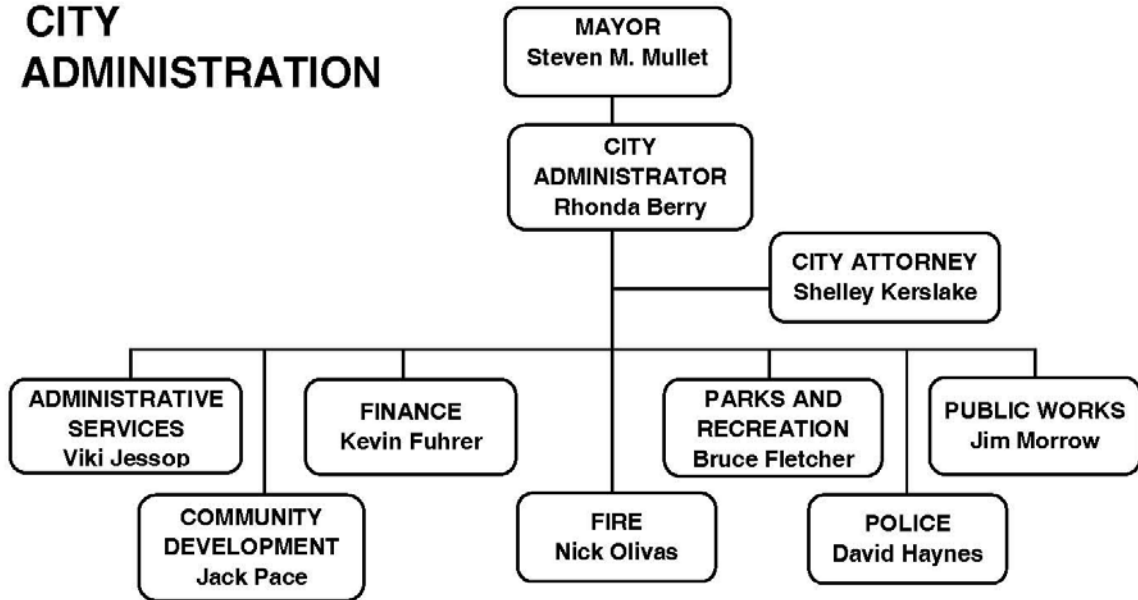
FUND	DEPARTMENT	2006 ACTUAL	2007 BUDGET	2008 BUDGET
	Administration			
01	City Council	260,081	260,801	272,827
03	Mayor, Boards, Commissions, etc.	1,276,353	1,541,381	1,604,180
09	Municipal Court	908,698	1,064,009	1,071,954
04	Administrative Services/Personnel	1,434,321	1,755,983	1,918,219
05	Finance	1,625,496	1,716,838	1,773,208
06	City Attorney	757,309	406,224	422,364
07	Recreation	2,799,033	3,203,642	3,342,745
15	Park Maintenance	903,167	946,744	970,591
08	Community Development	2,325,692	2,768,574	2,804,349
	<i>Subtotal Administrative</i>	<i>\$ 12,290,150</i>	<i>\$ 13,664,196</i>	<i>\$ 14,180,437</i>
	Police Department			
10	Administration	1,099,293	1,258,445	1,318,156
10	Patrol	5,846,474	5,813,144	6,057,077
10	Special Services	1,123,285	1,372,534	1,458,445
10	Investigation	1,142,417	1,290,917	1,353,212
10	Gambling/Special Operations	819,673	903,485	940,296
10	Crime Prevention	461,949	535,434	570,009
10	Training	215,586	207,642	213,709
10	Traffic	522,267	612,385	641,835
	<i>Subtotal Police</i>	<i>\$ 11,230,944</i>	<i>\$ 11,993,986</i>	<i>\$ 12,552,739</i>
	Fire Department			
11	Administration	546,343	650,324	649,220
11	Suppression	7,400,238	7,677,950	7,907,283
11	Prevention & Investigation	757,796	750,035	748,520
11	Training	252,768	263,929	282,713
11	Facilities	104,327	106,500	106,500
11	Special Operations	70,233	58,223	58,369
11	Ambulance, Rescue & Emergency	162,054	201,897	224,189
	<i>Subtotal Fire</i>	<i>\$ 9,293,759</i>	<i>\$ 9,708,858</i>	<i>\$ 9,976,794</i>
	Public Works			
13	Administration - General	556,834	689,589	925,448
13	Administration - Maintenance	309,671	309,668	324,010
13	Engineering	468,696	780,548	813,387
13	Administration - Development	422,273	451,544	464,455
13	Facility Maintenance	1,367,586	1,388,040	1,415,976
16	Street Maintenance & Operation	2,121,400	2,428,211	2,518,197
	<i>Subtotal Public Works</i>	<i>\$ 5,246,460</i>	<i>\$ 6,047,600</i>	<i>\$ 6,461,473</i>
20	Contributions/Ending Fund Balance	<i>\$ 9,235,870</i>	<i>\$ 6,799,684</i>	<i>\$ 7,017,407</i>
	TOTAL GENERAL FUND	\$ 47,297,183	\$ 48,214,324	\$ 50,188,850

**CITY OF TUKWILA
EXPENDITURE SUMMARY
ALL FUNDS**

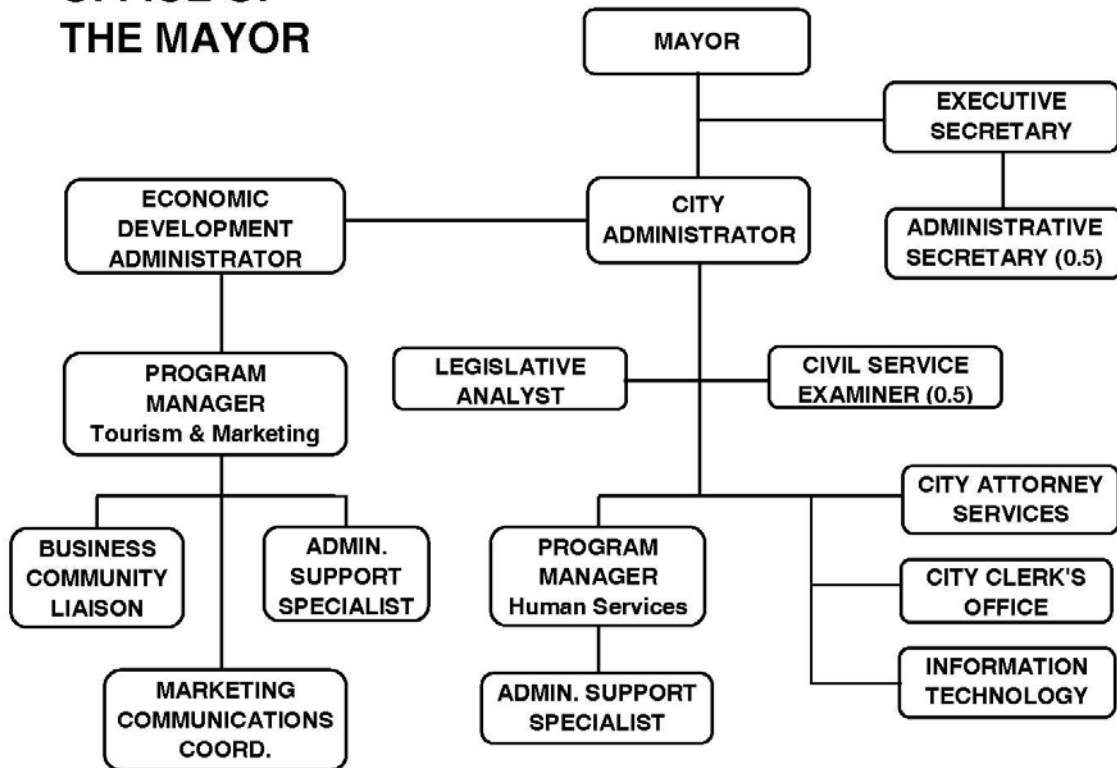
Fund	Department	2006 ACTUAL	2007 BUDGET	2008 BUDGET
000	General	\$ 47,297,183	\$ 48,214,324	\$ 50,188,850
101	Hotel/Motel Tax	1,583,521	1,652,189	1,941,334
103	City Street	681,792	346,842	551,393
104	Arterial Street	12,588,202	18,596,987	26,861,277
105	Contingency	817,896	826,955	872,896
107	Fire Equipment Cumulative Reserve	1,789,495	640,854	426,095
207	Limited Tax G.O. Bonds, 1999	1,063,450	992,383	1,048,236
208	Limited Tax G.O. Bonds, 2000	479,276	408,007	485,560
209	Limited Tax G.O. Bonds, 2003	607,844	665,033	678,299
210	Limited Tax G.O. Refunding Bonds, 2003	767,474	698,607	748,270
301	Land Acquisition, Recreation & Park Dev.	4,098,870	3,697,140	7,631,005
302	Facility Replacement	2,559,212	2,680,943	3,719,446
303	General Government Improvements	1,684,421	1,269,457	1,718,976
401	Water	13,268,253	10,703,848	10,326,200
402	Sewer	9,468,502	7,552,952	6,266,709
404	Water/Sewer Revenue Bonds	697,012	389,923	605,682
405	Bond Reserve	577,587	577,587	393,548
411	Foster Golf Course	2,599,621	2,459,306	2,901,384
412	Surface Water	8,197,355	5,118,821	5,035,953
501	Equipment Rental	5,443,559	5,151,121	5,303,629
502	Insurance Fund	3,924,673	5,118,812	6,081,037
503	Insurance - LEOFF I Fund	1,110,796	1,210,886	1,169,731
611	Firemen's Pension	1,380,684	1,410,004	1,476,250
	TOTAL ALL FUNDS COMBINED	\$ 122,686,678	\$ 120,382,981	\$ 136,431,760

NOTES

CITY ADMINISTRATION



OFFICE OF THE MAYOR



Department: *City Council*
Division: *N/A*

Program: *Legislative*
Account: *01-511-600*

Fund: *000-General*

PROGRAM DESCRIPTION:

The City Council represents citizens and businesses by setting overall policy direction for the City. The Council also represents the City in regional intergovernmental affairs and meets with state and federal legislators and City lobbyists to strengthen ties through regular contacts and communications.

Policy direction is given by the Council through passage of motions and ordinances, and adoption of resolutions. Approving the annual budget with its implied policies is another Council responsibility. In addition, the Council approves comprehensive plans and capital improvement plans.

It is the Council Legislative Analyst's duty to provide staff support to the City Council.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$158,880	\$161,142	\$ 150,720	\$ 156,768
20 Personnel Benefits	47,433	43,535	59,725	64,203
30 Supplies	1,716	1,500	2,000	3,500
40 Other Services & Charges	16,330	49,735	48,356	48,356
60 Capital Outlays	0	4,169	0	0
TOTAL	\$ 224,359	\$ 260,081	\$ 260,801	\$ 272,827

BUDGET NARRATIVE:

"Salaries & Wages" includes a Legislative Analyst position and 7 Council Members.

"Other Services & Charges" includes travel (\$30,000); communication (\$400); consultant services (\$3,000); and miscellaneous (\$14,956).

2007 PROGRAM GOALS:

In addition to Goals, the Council added three new categories in 2007. **Goals** are achievable in the short term (1-2 years). **Focus Items** are long-term commitments (longer than 2 years) and require special attention to achieve. **Exploration Items** require better understanding before a commitment is made or policy direction is set. **Special Attention Items** are part of the typical Administration work plan, necessitating regular reports and status updates so that policy can be refined if needed.

Department: *City Council*
Division: *N/A*

Program: *Legislative*
Account: *01-511-600*

Fund: *000-General*

2008 PROGRAM GOALS:

- Seek out opportunities for Councilmembers to further their knowledge, experience and awareness of the different cultures represented within the Tukwila community.
- Support programs and services that provide a sense of stability, community and unity throughout Tukwila's residential neighborhoods.
- Work together in cooperation with nearby cities to address common problems in the Highway 99 corridor and Military Road.
- Provide legislative support and encouragement to Tukwila residents living in rental communities through programs that hold owners and/or property managers accountable for providing safe places to live through the implementation of a rental licensing program.
- Approve a developer's agreement that benefits the City and facilitates the annexation of Tukwila Valley South.
- Support efforts to locate a permanent Neighborhood Resource Center in a visible location on the Tukwila Village site.
- Implement a system for tracking progress and resolution of citizen complaints and concerns that are brought to the Council's attention.
- Identify specific technology needs of the Council and determine the best way to meet those needs; including but not limited to offsite network connections that support consistent and reliable communication.

2007 PROGRAM GOALS:

- Work with Mayor's office to research current information and effective strategies for City participation in controlling "global warming." **Ongoing.**
- Adopt policies that address safety, land use, and appearance issues on Tukwila International Boulevard. **Ongoing. Working with several groups to address issues, including: Highway 99 Action Committee, Neighbors Without Borders, Refugee Women's Alliance (ReWA), local businesses and City of SeaTac.**
- Adopt policies to improve housing stock for both single- and multi-family housing. **Ongoing. Will continue in 2008 with specific goals.**
- Develop residential neighborhood improvement policies that address streets, sidewalks, lighting, and storm water. **Ongoing. Several neighborhood improvements have been made possible through the City of Tukwila Public Works Department.**
- Approve a developer's agreement that benefits the City and facilitates the annexation of Tukwila Valley South. **Ongoing. Will continue in 2008.**
- Develop and lobby a legislative agenda. **Completed. 2007 Legislative Priorities adopted by Resolution Number 1623.**

NOTES

2008 BUDGET

SUMMARY

MAYOR'S OFFICE BOARDS, COMMISSIONS, ADMINISTRATION

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
Mayor's Office	\$ 680,745	\$ 740,155	\$ 933,892	\$ 960,088
Human Services	498,243	492,129	520,589	527,192
Sister City Committee	3,147	6,209	5,700	5,700
Planning Commission	1,102	1,676	3,500	3,500
Equity and Diversity Commission	4,878	2,987	6,200	6,200
Community Promotion (Arts)	22,448	28,834	63,000	93,000
Park Commission	2,161	2,798	3,500	3,500
Library Advisory Board	1,567	1,565	5,000	5,000
Civil Service	51,080	55,915	62,502	64,501
City Clerk	473,974	519,033	592,576	695,241
Information Technology	412,966	502,225	610,023	649,776
TOTALS	\$ 2,152,311	\$ 2,353,526	\$ 2,806,482	\$ 3,013,698

Municipal Court: *See pages 56 and 57 for detail.*

Department: Mayor
Division: N/A

Program: Administration
Account: 03-513-100
03-552-100
04-516-202

Fund: 000-General

PROGRAM DESCRIPTION:

The Mayor is the Chief Executive and Administrative Officer of the City, in charge of all departments and employees as set forth by RCW 35A.12.100. The Mayor appoints all Department Directors, who are confirmed by the City Council. The Mayor is responsible for the faithful enforcement of all laws and ordinances within the City, and has general supervision of the administration of all City government and all City interests. It is the Mayor's responsibility to prepare and submit to the City Council a proposed budget and to serve as the official and ceremonial head of the City. The Mayor is assisted in all of his duties by the City Administrator.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 407,126	\$ 441,011	\$ 476,440	\$ 490,564
20 Personnel Benefits	93,570	104,117	133,855	147,426
30 Supplies	5,074	6,621	10,950	10,700
40 Other Services & Charges	195,953	202,903	328,149	328,899
50 Intergovt. Services & Taxes	30,102	31,768	42,000	42,000
60 Capital Outlays	0	9,650	5,000	5,000
TOTAL	\$ 731,825	\$ 796,070	\$ 996,394	\$1,024,589

BUDGET NARRATIVE:

"Salaries & Wages" includes the Mayor, City Administrator, Economic Development Administrator, Executive Secretary, a half-time (.5) Administrative Secretary, a half-time (.5) Civil Service Examiner, and \$22,000 extra labor for secretarial pool.

"Other Services & Charges" includes professional services (\$60,400); Hearing Examiner's fees (\$5,800); travel (\$11,200); communication (\$3,250); advertising (\$6,000); employee appreciation (\$15,000); equipment rental (\$24,846); repairs (\$4,000); memberships, dues and subscriptions (\$43,550); registrations (\$2,500); neighborhood revitalization (\$32,500); Museum of Flight Program (\$10,000); CTR reimbursement (\$12,500); marketing (\$33,000); and miscellaneous (\$64,353).

"Intergovernmental Services" represents King County Animal Control (\$38,000) and Public Health (\$4,000).

"Capital Outlays" reflects replacement office equipment.

2007 Dues and Memberships

Suburban Cities.....	\$ 6,000
Clean Air Agency	10,500
Association of Washington Cities	9,000
Puget Sound Regional Council	10,000
Seattle/King Co. Economic Development Council	4,000
National League of Cities	2,000
Various smaller organizations and conference registrations	2,050
TOTAL	\$ 43,550

Department: *Mayor*
Division: *N/A*

Program: *Administration*
Account: *03-513-100*
03-552-100
04-516-202

Fund: *000-General*

2008 PROGRAM GOALS:

- Continue Mayor's and Administration's participation in regional stewardship efforts in the Green/Duwamish watershed.
- Continue Mayor's involvement in regional efforts including but not limited to, WRIA 9, Cascade Water Alliance, Valley Communications, King County Flood Control Zone District and Suburban Cities Association.
- Continue "green city" initiatives.
- Continue to oversee efforts to develop Tukwila Village.
- Continue efforts to improve existing housing stock.
- Continue efforts to secure Federal appropriations in support of key projects.
- Work with City Departments, business community, and residents to execute a successful Centennial campaign.
- Prepare draft Civil Service Desk Manual.

2007 PROGRAM GOALS:

- Identify opportunities for "Green City" initiatives such as alternative energy vehicles and "green" building/maintenance practices. **DCD working on initial phase of green initiatives.**
- Continue efforts to improve Tukwila International Boulevard. **Ongoing.**
- Continue efforts to develop Tukwila Village. **Ongoing.**
- Continue oversight of Tukwila South annexation and project. **Ongoing.**
- Continue efforts to establish quality affordable housing and to improve existing housing stock. **Ongoing.**
- Continue efforts to secure Federal appropriations in support of key infrastructure and other capital projects. **Ongoing.**
- Prepare draft Civil Service Desk Manual. **Deferred to 2008.**

Department: *Mayor*
Division: *N/A*

Program: *Administration*
Account: *03-513-100*
03-552-100
04-516-202

Fund: *000-General*

ECONOMIC DEVELOPMENT

2008 PROGRAM GOALS:

- Coordinate Tukwila Village development.
- Actively support revitalization on Tukwila International Boulevard.
- Expand marketing efforts to attract business and development.
- Build relationships with businesses and property owners in the Tukwila Urban Center (TUC).
- Support City departments in efforts impacting the business community such as updating the Sign Code and development of impact fees.

2007 PROGRAM GOALS:

- Coordinate Tukwila Village development. **Ongoing.**
- Expand business attraction marketing materials. **Ongoing.**
- Improve the “Think Tukwila” website. **Ongoing.**
- Continue relationships with businesses and property owners in the Tukwila Urban Center (TUC). **Ongoing.**
- Actively support revitalization on Tukwila International Boulevard. **Ongoing.**
- Continue to advise on Tukwila South development. **Ongoing.**
- Support City departments in efforts impacting the business community such as updating the Sign Code and creating a broad based system of development impact fees. **Ongoing.**
- Continue work on furniture retailers’ collaboration and joint marketing efforts. **Ongoing.**

NOTES

Department: Mayor **Program:** Human Services

Division: N/A

Account: 03-557-201

Fund: 000-General

PROGRAM DESCRIPTION:

The mission of Tukwila Human Services is to provide assistance to the community in accessing human services. Functions include contract management of providers, which includes implementation, management and monitoring—including performance objectives and outcomes. Functions also include the management of the City’s Community Development Block Grant funds, and provision of information and referral to residents and community at-large. Additionally, the office supports regional and sub-regional activities and tracks on-going human service needs of the community.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	<u>2005 ACTUAL</u>	<u>2006 ACTUAL</u>	<u>2007 BUDGET</u>	<u>2008 BUDGET</u>
10 Salaries & Wages	\$ 121,628	\$ 126,379	\$ 131,227	\$ 135,154
20 Personnel Benefits	36,576	41,895	50,962	53,638
30 Supplies	2,030	828	1,000	1,000
40 Other Services & Charges	338,009	323,027	337,400	337,400
TOTAL	\$ 498,243	\$ 492,129	\$ 520,589	\$ 527,192

BUDGET NARRATIVE:

“Salaries & Wages” includes a Program Manager and an Administrative Support Specialist.

“Other Services & Charges” includes professional contracted services (\$332,800); Domestic Violence penalty assessment (\$100); communication (\$1,000); travel (\$500); Human Services Advisory Board (\$500); Tukwila Children’s Foundation (\$1,000); and miscellaneous (\$1,500).

NOTE: See pages 190 and 191 for program detail.

Department: *Mayor*
Division: *N/A*

Program: *Human Services*
Account: *03-557-201*

Fund: *000-General*

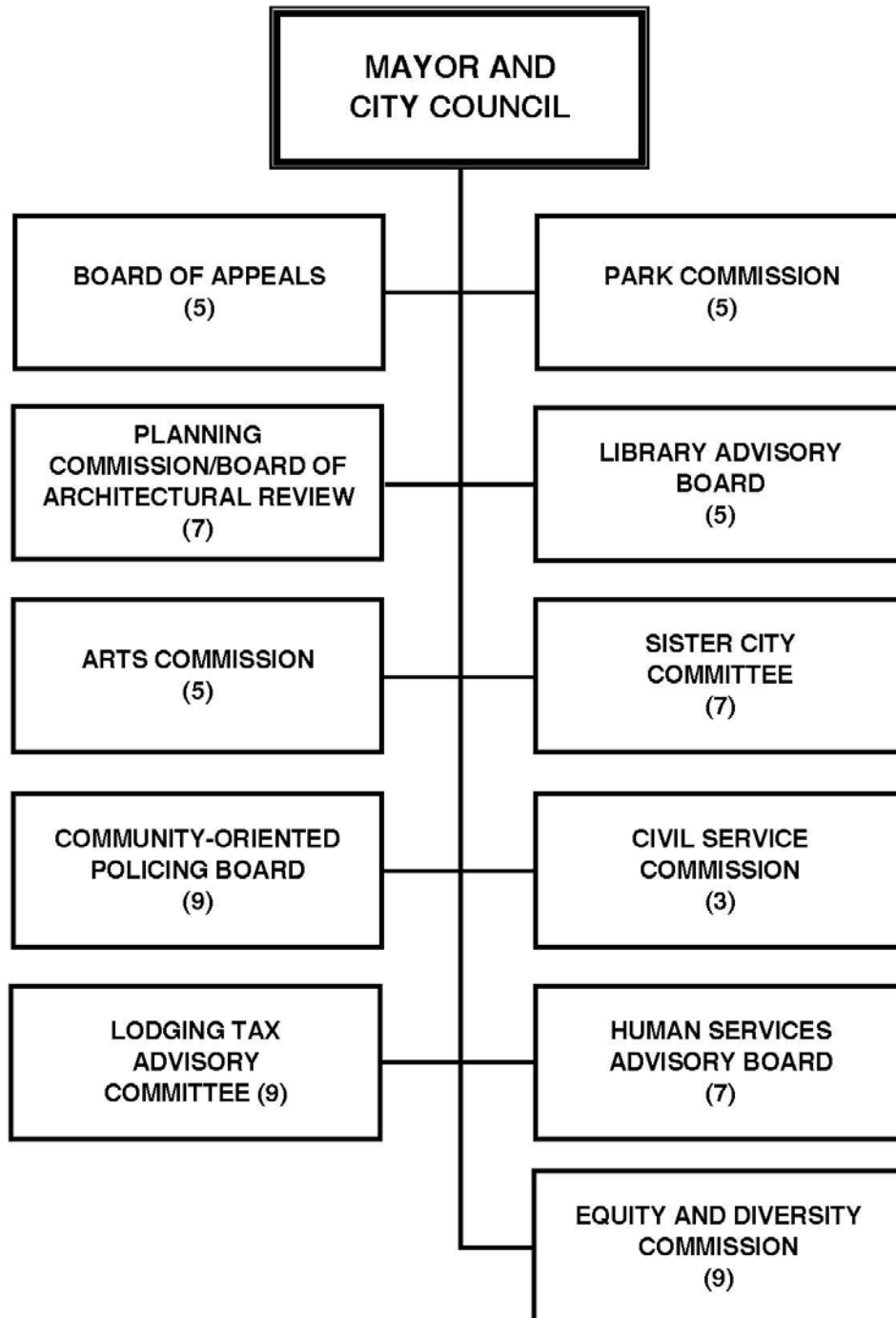
2008 PROGRAM GOALS:

- Implement RFP Process for 2009/2010.
- Implement, manage, and monitor 2008 Minor Home Repair program. Administer program on behalf of Tukwila, SeaTac and Des Moines.
- Outreach to diverse Tukwila residents to identify needs and opportunities.
- Participate in development of the South King County Homeless Plan.
- Coordinate services with Tukwila Community Schools Collaboration.
- Participate on Interjurisdictional Review Team.
- Support subregional efforts in community capacity building.
- Coordinate efforts with Economic Development, Code Enforcement, Parks and Recreation, Planning, Public Works, Police and Fire.
- Build increased communication/coordination with community organizations.
- Provide same day information and referral response.
- Fill vacant Advisory Board position.
- Provide support for sub-regional human services communication/planning.

2007 PROGRAM GOALS:

- Implement, manage and monitor 2007 contracts. **Completed.**
- Implement ESL/Literacy efforts as results of 2006 Summit. **Completed.**
- Implement, manage, and monitor Minor Home Repair program with cities of SeaTac and Des Moines. **Completed.**
- Provide staffing for Capacity Building Project with Tukwila Pantry and Tukwila Community Schools Collaboration (TCSC). **Completed.**
- Build increased communication/coordination with community organizations. **Ongoing.**
- Provide same day information and referral response. **Ongoing.**
- Fill vacant Advisory Board position. **Ongoing.**
- Provide support for sub-regional human services communication/planning. **Ongoing.**

CITY OF TUKWILA BOARDS AND COMMISSIONS



Department: Mayor
Division: N/A

Program: Sister City Committee
Account: 03-513-204

Fund: 000-General

PROGRAM DESCRIPTION:

The Sister City Committee was created in 1984. By this date the first group of Tukwila citizens had already visited Japan and a resolution had been passed establishing formal affiliation with Ikawa. There have been many exchanges, generally occurring every two to three years. Following the merger of Ikawa and five other cities in March of 2006, a final delegation from Ikawa visited in October 2006. The first official visit from Miyoshi citizens took place in August of 2007. A delegation from Tukwila will travel to Miyoshi in April of 2008.

Budgeted funds are used in two ways: the first is to cover major expenses involved in hosting the delegation on their visits to Tukwila and to purchase a City gift; the second is to pay for gifts and miscellaneous expenses associated with the preparation of a group of Tukwila citizens (adults and students) to journey to Miyoshi (Ikawa).

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
30 Supplies	\$ 198	\$ 1,389	\$ 1,000	\$ 1,000
40 Other Services & Charges	2,949	4,820	4,700	4,700
TOTAL	\$ 3,147	\$ 6,209	\$ 5,700	\$ 5,700

BUDGET NARRATIVE:

“Other Services & Charges” includes professional services (\$500); travel (\$1,200); and miscellaneous (\$3,000).

2008 PROGRAM GOALS:

- Continue to raise funds for Spring 2008 visit.
- Recruit student/adult delegation and plan Spring 2008 visit.

2007 PROGRAM GOALS:

- Continue to raise funds for future visits. **Ongoing.**
- Plan Spring 2007 visit to Japan. **Postponed. Received delegation from Miyoshi in August 2007.**
- Attain non-profit status for Sister City organization. **Deferred.**

Department: Mayor
Division: N/A

Program: Planning Commission
Account: 03-558-600

Fund: 000-General

PROGRAM DESCRIPTION:

The Planning Commission consists of seven members. The mission of the Planning Commission is to conduct public hearings on and decide land use applications or forward recommendations to the City Council. The Planning Commission also serves as the Board of Architectural Review, which reviews the design of commercial and multi-family developments. Reviews and makes recommendations regarding the Comprehensive Plan and Zoning Regulations.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
30 Supplies	\$ 523	\$ 355	\$ 1,000	\$ 1,000
40 Other Services & Charges	579	1,321	2,500	2,500
TOTAL	\$ 1,102	\$ 1,676	\$ 3,500	\$ 3,500

BUDGET NARRATIVE:

The emphasis for the Planning Commission will be work sessions and public hearings on updating Development Regulations to further refine and improve implementation of the Comprehensive Plan.

2008 PROGRAM GOALS:

- Review Sign Code update.
- Review Shoreline Management Master Program update.
- Review Tukwila Urban Center Plan.
- Review Small Lot Residential Development Policies and Standards.

2007 PROGRAM GOALS:

- Review Sign Code update. **Ongoing.**
- Review Shoreline Management Master Program update. **Ongoing.**
- Review Tukwila Urban Center Plan. **Ongoing.**
- Review Small Lot Residential Development Policies and Standards. **Ongoing.**

Department: Mayor
Division: N/A

Program: Equity and Diversity Commission
Account: 03-513-203

Fund: 000-General

PROGRAM DESCRIPTION:

The City of Tukwila, in partnership with the Tukwila School District, will identify and implement strategies to involve more families and children of color and other diverse populations in school and community activities. These strategies include:

- promote education and understanding that accepts, appreciates and celebrates diversity, and strives to eliminate prejudice and discrimination in the Tukwila community;
- provide information, communication, and forums for better understanding and acceptance of ethnic and cultural differences; and
- bring together all citizens for the purpose of making them feel welcome and part of the community.

The Commission is made up of nine members appointed by the Mayor and confirmed by the Council.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
30 Supplies	\$ 1,022	\$ 654	\$ 1,200	\$ 1,200
40 Other Services & Charges	3,856	2,333	5,000	5,000
TOTAL	\$ 4,878	\$ 2,987	\$ 6,200	\$ 6,200

2008 PROGRAM GOALS:

- Support and implement the goals of the National League of Cities Inclusive Communities Platform.
- Assist residents to overcome language barriers by helping them gain access to information and resources in the community.
- Link agencies and residents to interpreters and translators to assure our city is an inclusive community.
- Work with school and community groups to promote issues of equity and fairness and support cultural programs, education and training.

2007 PROGRAM GOALS:

- Assist residents to overcome language barriers by helping them gain access to information and resources in the community. **Ongoing.**
- Link agencies and residents to interpreters and translators to assure our city is an inclusive community. **Ongoing.**
- Work with school and community groups to promote issues of equity and fairness and support cultural programs, education and training. **Ongoing.**

Department: *Mayor* **Program:** *Arts Commission*
Division: *N/A* **Account:** *03-573-900*
 03-594-730

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission of the Tukwila Arts Commission is to promote all artistic and cultural activities within the City for the ultimate enjoyment of visual and performing arts by our residents, businesses, and visitors.

This is accomplished through a series of music performances, an annual art show and competition, and by the purchase of at least one major piece of public art each year which is added to the City's art collection.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
30 Supplies	\$ 3,095	\$ 2,122	\$ 2,500	\$ 2,500
40 Other Services & Charges	10,559	12,960	22,500	22,500
60 Capital Outlays	8,794	13,752	38,000	68,000
TOTAL	\$22,448	\$28,834	\$63,000	\$93,000

BUDGET NARRATIVE:

“Other Services & Charges” includes the Rainier Symphony (\$7,000); Music in the Park (\$2,500); Arts Commission (\$1,000); K.C. Cultural Education Grant (\$4,500); advertising (\$3,000); repairs and maintenance (\$500); and rentals and miscellaneous (\$4,000).

“Capital Outlays” includes art purchases (\$65,000), as recommended to the City Council by the Arts Commission, and holiday banners (\$3,000).

Department: *Mayor*
Division: *N/A*

Program: *Arts Commission*
Account: *03-573-900*
03-594-730

Fund: *000-General*

2008 PROGRAM GOALS:

- Participate in the 2008 Centennial Celebration planning.
- Apply for grant and sponsorship funding and request a “Call for Artists” to purchase and install a major Centennial art piece at the new Klickitat off-ramp.
- Apply for grant funding from 4 Culture’s Sustained Support performing arts program.
- Implement the new art selection policy.

2007 PROGRAM GOALS:

- Purchase Centennial Celebration permanent art for a predetermined City location. **Carryover.**
- Continue to obtain grant funding for the City’s performing arts program. **Completed.**
- Develop and create a new art selection policy. **In progress.**
- Evaluate condition of current artwork and identify items that require repair. **In progress.**

PROGRAM PERFORMANCE MEASURES:

	<u>2006 ACTUAL</u>	<u>2007 ESTIMATE</u>	<u>2008 PROJECTION</u>
Outdoor summer concerts	5	5	5
Average concert attendance	100	75	100
Artwork acquisition	3	1	2
Family Fourth at the Fort Entertainment	5	5	6
Average Fourth at the Fort entertainment attendance	5,000	5,000	5,000
Tukwila Days entertainment & CASTT	12	10	14
Average Tukwila Days & CASTT entertain. attendance	500	500	500
Art competition entries	72	72	85
Art show attendance	800	800	800
Grants received	2	1	1

Department: Mayor
Division: N/A

Program: Park Commission
Account: 03-576-800

Fund: 000-General

PROGRAM DESCRIPTION:

The Park Commission's foremost responsibility is to advise the Administration and Council about recreation services and park-related issues, such as land acquisition, development, expansion and operation.

The Park Commission typically reviews proposed fees and charges and hosts meetings for neighbors of proposed parks.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	<u>2005 ACTUAL</u>	<u>2006 ACTUAL</u>	<u>2007 BUDGET</u>	<u>2008 BUDGET</u>
30 Supplies	\$ 1,161	\$ 2,135	\$ 1,500	\$1,500
40 Other Services & Charges	1,000	663	2,000	2,000
TOTAL	\$ 2,161	\$ 2,798	\$ 3,500	\$ 3,500

BUDGET NARRATIVE:

Expenditures include membership fees, meals, travel expenses, registrations and sponsoring Tukwila Days events.

2008 PROGRAM GOALS:

- Participate in the 2008 Centennial Celebration planning.
- Attend Board & Commission workshops sponsored by the Washington Recreation and Parks Association.
- Review design and construction drawings for Phase I of Duwamish Riverbend Hill and Phase II of Codiga Farm Park projects.

2007 PROGRAM GOALS:

- Attend the Washington Recreation and Park Association (WRPA) boards and commissions training workshops as well as the National Recreation and Park Association (NRPA) activities in the Seattle area. **Completed.**
- Assist Parks and Recreation Administration for the implementation of the volunteer tree planting and adopt-a-garden program at Macadam Winter Garden. **Completed.**
- Sponsor new park grand opening for the Macadam Winter Garden Phase I. **In progress.**
- Sponsor grand opening for Cascade View Community Park Phase II. **In progress.**

Department: Mayor
Division: N/A

Program: Library Advisory Board
Account: 03-572-210

Fund: 000-General

PROGRAM DESCRIPTION:

The Library Advisory Board meets monthly on library issues and serve in an advisory role to the City Council. Board members continually work for better library services for the citizens of Tukwila.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
30 Supplies	\$ 348	\$ 127	\$ 1,500	\$ 1,500
40 Other Services & Charges	1,219	1,438	3,500	3,500
TOTAL	\$ 1,567	\$ 1,565	\$ 5,000	\$ 5,000

BUDGET NARRATIVE:

“Supplies” and “Other Services & Charges” reflect amounts for Library Advisory Board as well as costs associated with City-owned Tukwila Library building.

2008 PROGRAM GOALS:

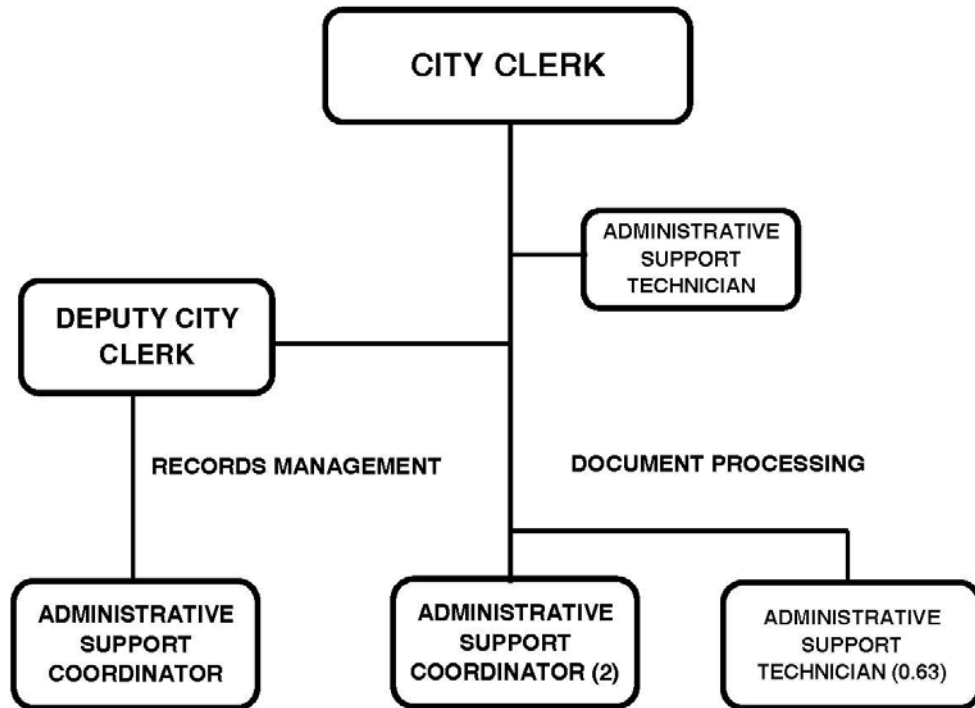
- Report annually to the City Council on the status of library services and facilities available to Tukwila citizens.
- Maintain and improve communication between the three libraries within Tukwila city limits, the Tukwila Library Advisory Board, the Tukwila City Council, the King County Library System, the “Friends of the Library” organization and the Tukwila general public.
- Provide support to literacy in Tukwila and to the Parks and Recreation, and King County Library System special events.
- Provide support to the Friends of Tukwila Libraries to promote literacy in Tukwila.

2007 PROGRAM GOALS:

- Report annually to the City Council on the status of library services and facilities available to Tukwila citizens. **In progress.**
- Maintain and improve communication between the three libraries within Tukwila city limits, the Tukwila Library Advisory Board, the Tukwila City Council, the King County Library System, the “Friends of the Library” organization and the Tukwila general public. **Ongoing.**
- Provide support to literacy in Tukwila and at the Parks and Recreation as well as King County Library System special events. **Ongoing.**

NOTES

CITY CLERK'S OFFICE



Department: Mayor
Division: City Clerk

Program: Financial & Records Services
Account: 04-514-300 **Fund:** 000-General
 04-511-700
 04-511-800

PROGRAM DESCRIPTION:

The purpose of the City Clerk's Office is to provide to the public a point of access for specific municipal service functions as the official records depository and archivist for the City. This office manages the retention and retrieval of all official city records, oversees administration of City Council meetings, including agenda coordination and development and preparation of the official minutes. Other responsibilities include issuing business licenses, computerizing legislative history, providing desktop publishing and graphic support services, providing reception and telephone answering services for the City, recording contracts and agreements, accepting passport applications, issuing pet licenses, and providing notary services. City Clerk staff also participate in local, state and international associations relative to their positions.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 266,367	\$ 273,491	\$ 302,184	\$ 363,880
20 Personnel Benefits	81,968	92,875	119,492	160,461
30 Supplies	3,835	3,092	5,500	6,600
40 Other Services & Charges	121,804	129,677	147,400	146,300
50 Intergovt. Services & Taxes	0	19,898	18,000	18,000
60 Capital Outlays	0	0	0	0
TOTAL	\$ 473,974	\$ 519,033	\$ 592,576	\$ 695,241

BUDGET NARRATIVE:

"Salaries & Wages" includes the City Clerk, Deputy City Clerk, three (3) Administrative Support Coordinators (1 added in 2008), and one full-time and one part-time (1.63) Administrative Support Technicians.

"Supplies" includes office and operating supplies (\$5,100), and centennial celebration (\$1,500).

"Other Services & Charges" includes professional services (\$3,000); general postage costs (\$64,000); communication (\$700); advertising (\$11,800); repairs and maintenance (\$12,000); travel (\$6,500); microfilming (\$5,800); printing Hazelnut, TMC, and business licenses (\$32,000); operating rentals and leases (\$2,700); and miscellaneous (\$7,800).

"Intergovernmental Services" includes election costs (\$6,000); and voter registration costs (\$12,000).

Department: Mayor
Division: City Clerk

Program: Financial & Records Services
Account: 04-514-300
04-511-700
04-511-800
Fund: 000-General

2008 PROGRAM GOALS:

- Succession planning.
- Continue FEMA sponsored National Incident Management System (NIMS) training for staff.
- Provide Access and Excel database training for all staff.

2007 PROGRAM GOALS:

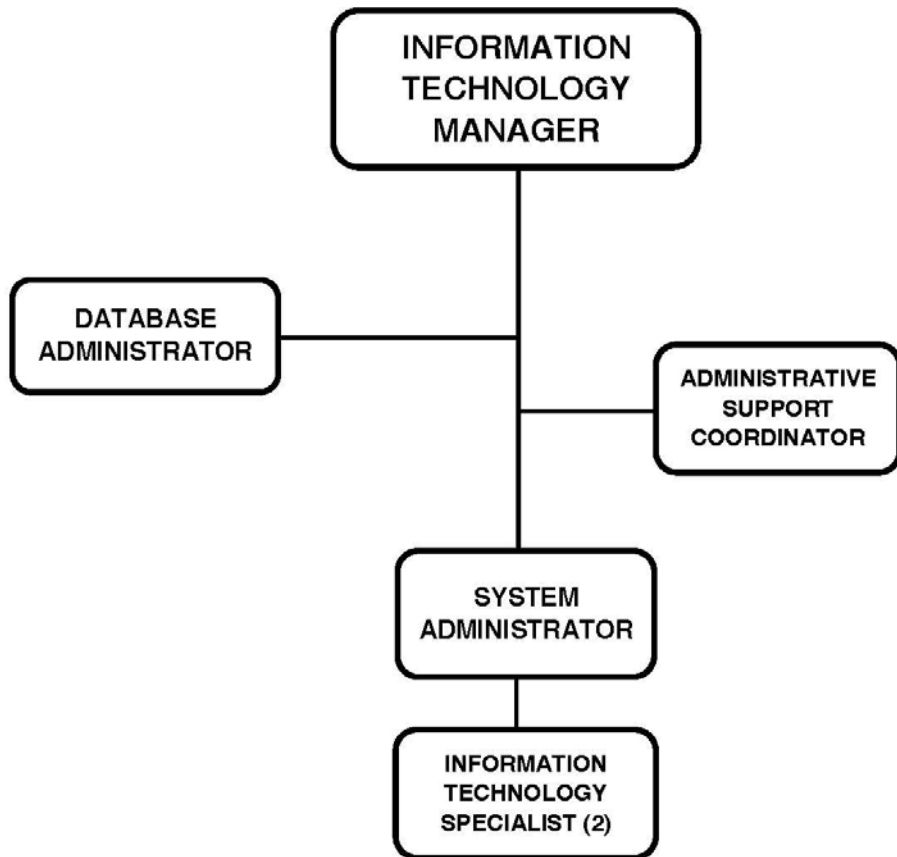
- Review and update City Clerk's Office records retention schedule. **Completed.**
- Continue staff training on LaserFiche 7.0. **Ongoing training with division staff as time allows.**
- Review and update requirements and fees for business licenses and include "non-business" registration process. **In progress; expect completion by year-end.**
- Complete basic NIMS training and mission critical department functions for divisions. **City Clerk complete, Deputy City Clerk 50% complete, and other staff in progress.**
- Continue to inventory and identify historical documents stored in vault and City Clerk files in preparation of Centennial Celebration in 2008; investigate outside storage for historical documents and records. **Majority of historical documents in vault have been identified; outside storage will be addressed later in the year.**
- Investigate Access (software) conversion training as basis for business license data (convert business license data from Rbase to Access). **May be deferred to 2008 due to staff shortage; however, legislative history was converted to Access in July.**

PROGRAM STATISTICAL DATA:

	2006 <u>ACTUAL</u>	2007 <u>ESTIMATE</u>	2008 <u>PROJECTION</u>
Business licenses processed	2,188	2,200	2,400
Revenue from sale of business licenses	\$153,500	\$180,000	\$183,000
Number of passports accepted	309	575	625
Revenue from passport acceptance	\$ 9,270	\$ 25,000	\$ 18,800

NOTES

INFORMATION TECHNOLOGY



Department: *Mayor*

Division: *General Administration*

Program: *Information Services*

Account: *04-518-880*
04-518-881

Fund: *000-General*

PROGRAM DESCRIPTION:

Provides technical leadership and support for the City's information infrastructure to assist the City in providing the highest quality services in the most efficient and cost-effective manner possible. In partnership with all City Departments, Information Services oversees all technology systems for the City, including networking systems, computer software and hardware, maintenance, purchasing, integration, repairing, and problem solving in order to meet the City's need for reliable and timely information and support.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 242,408	\$ 297,147	\$ 352,876	\$ 374,836
20 Personnel Benefits	86,588	114,010	161,447	179,240
30 Supplies	4,987	3,832	6,200	6,200
40 Other Services & Charges	26,571	34,508	36,500	36,500
60 Capital Outlays	52,412	52,728	53,000	53,000
TOTAL	\$ 412,966	\$ 502,225	\$ 610,023	\$ 649,776

BUDGET NARRATIVE:

"Salaries & Wages" includes the Information Technology Manager; a Systems Administrator; a Database Administrator; two (2) Information Technology Specialists, and one (1) Administrative Support Coordinator.

"Supplies" are for computer repairs.

"Other Services & Charges" reflects technical support services (\$2,000); training (\$8,000); communication (\$3,000); software upgrades (\$10,000); internet service (\$1,000); travel (\$1,500); repairs and maintenance (\$6,000); and miscellaneous (\$5,000).

"Capital Outlays" reflects the City-wide computer replacement program (\$53,000).

Division: *General Administration*

Program: *Information Services*

Account: 04-518-880

Fund: 000-General

2008 PROGRAM GOALS:

- Research and plan for SQL Server consolidation; review collection of data across departments and implement methods to reduce redundancy and duplication of effort to more effectively use City resources.
- Review Payment Card Industry (PCI) data security standards for application to City's data stores.
- City web site and Intranet re-design and roll-out for Centennial celebration and activities, maintained as needed to keep current; standardize all existing sub-Intranets and add additional departments as requested.
- Prepare Service Level Agreements (SLA) for IT support using industry standards; customized as required for all City departments.
- Prepare Vista OS test lab to allow testing of all City programs and processes.
- Provide industry standards training opportunities for IT staff, to include Vista OS.
- Prepare and document IT emergency operations plan for system continuity and restoration.
- Implement and optimize an electronic e-mail archival system for regulatory compliance.
- Research and plan for consolidation of Active Directory domains into a single city-wide domain.
- Implement CISCO-based features on network equipment to enhance network efficiency.

2007 PROGRAM GOALS:

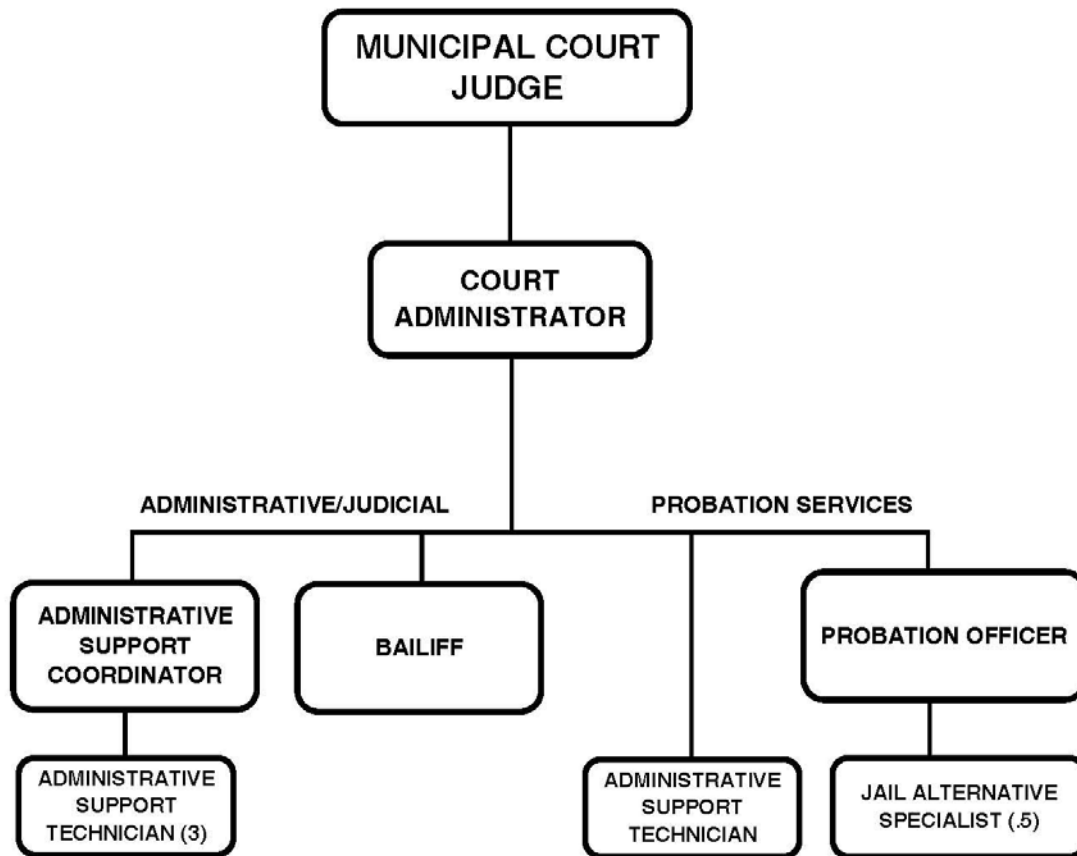
- Upgrade current database applications, applying necessary software patches as required. **Completed.**
- Build redundancy into City's e-mail system to reduce downtime and provide availability for emergency operation situations. **Inet connectivity in place, requires additional hardware to complete.**
- Upgrade/standardize systems to achieve compliance with NCIC2000 standards for PD. **Ongoing.**
- Begin and coordinate discussions and planning for web site and Intranet re-design process, to include Council, City Administration and departments. **Coordinating with Centennial Committee.**
- Research automated deployment server solutions to increase technician efficiency and decrease rollout time for installation, software upgrades, and image changes on servers, PC's and laptops. **Completed.**
- Complete network switch installation to provide fiber connectivity for the Court, Station 51, and Minkler locations, as well as VLAN segmentation citywide. **Connectivity completed, VLANs on hold.**
- Complete basic NIMS training and mission critical department functions for division. **Completed.**

PROGRAM PERFORMANCE MEASURES:

	2006 <u>ACTUAL</u>	2007 <u>ESTIMATE</u>	2008 <u>PROJECTION</u>
Personal Computers	259	262	250
Laptops and MDCs	82	99	111
Printers and Plotters	96	115	120
Servers	21	25	25

NOTES

MUNICIPAL COURT ORGANIZATION



Department: *Municipal Court*
Division: *N/A*

Program: *Administration*
Account: *09-512-500*
09-523-300

Fund: *000-General*

PROGRAM DESCRIPTION:

The primary function of the Municipal Court—under the jurisdiction of the appointed Judge—is to provide a forum by which infractions and misdemeanor/gross misdemeanor criminal offenses may be resolved. The Court handles all ordinance/statutory violations, petitions for Domestic Violence/Anti-harassment Orders, and traffic infractions occurring within the Tukwila City limits. The objective is to make our City a better place to live through responsible and impartial administration of the laws designed to protect the public, while safeguarding the rights of individual citizens.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 454,540	\$ 485,478	\$ 560,837	\$ 553,948
20 Personnel Benefits	137,222	138,272	185,012	199,946
30 Supplies	3,792	5,201	8,260	8,260
40 Other Services & Charges	274,966	279,697	301,900	301,800
60 Capital Outlays	0	50	8,000	8,000
TOTAL	\$ 870,520	\$ 908,698	\$ 1,064,009	\$ 1,071,954

BUDGET NARRATIVE:

“Salaries & Wages” includes a Municipal Court Judge, a Court Administrator, a Bailiff, an Administrative Support Coordinator, four (4) Administrative Support Technicians, a Probation Officer, and a half-time (.5) Jail Alternative Specialist.

“Other Services & Charges” includes professional services for Public Defenders (\$151,000); Pro Tem Judges (\$15,000); and interpreters (\$53,000). Also, there is printing (\$8,000); communication (\$1,000); witness/juror fees (\$10,800); miscellaneous (\$1,250); operating rentals (\$10,000); travel (\$2,750); court security (\$45,000); repairs (\$3,500); memberships, dues and subscriptions (\$150); and training (\$350).

“Capital Outlays” reflects a new filing cabinet system (\$8,000).

Department: *Municipal Court*
Division: *N/A*

Program: *Administration*
Account: *09-512-500*
09-523-300

Fund: *000-General*

2008 PROGRAM GOALS:

- Continue to retool and expand Jail Alternative Program.
- Monitor case volume/workload in order to provide input in pending public defender contract negotiations.
- Prepare for pending Union contract issues as they relate to court specific needs.
- Increase use of on-line court resources to enhance court services and reduce printing costs.
- Expand participation in county-wide trial court coordination efforts.

2007 PROGRAM GOALS:

- Implement and expand the Jail Alternative Program. **Ongoing.**
- Participate in City Hall Space Study in order to address critical space/storage needs. **Ongoing.**
- Address current public defense needs and evaluate caseload/calendar volume. **Ongoing.**
- Provide additional training for court staff and continue to review and address staff training needs. **Ongoing.**

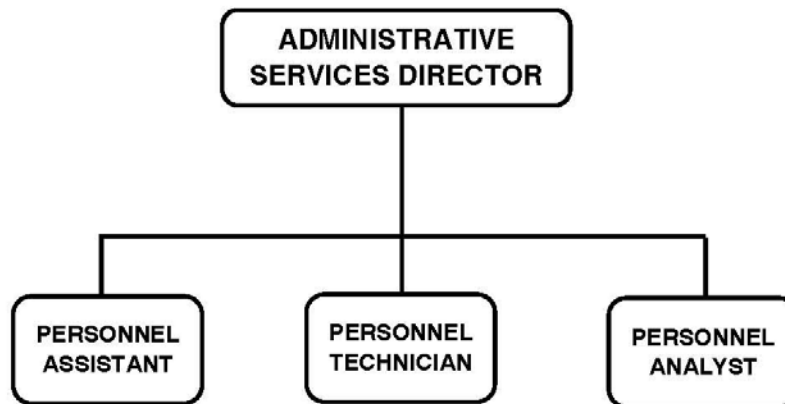
PROGRAM STATISTICAL DATA:

	<u>2006</u> <u>ACTUAL</u>	<u>2007</u> <u>ESTIMATE</u>	<u>2008</u> <u>PROJECTION</u>
Charges filed	6,900	7,000	7,500
Criminal hearings held	11,300	11,500	12,000
Traffic hearings held	2,100	3,500	4,000
City revenues collected	\$324,000	\$325,000	\$350,000

NOTES

DEPARTMENT OF ADMINISTRATIVE SERVICES

HUMAN RESOURCES



Department: *Administrative Services*
Division: *Human Resources*

Program: *Personnel*
Account: *04-516-200*

Fund: *000-General*

PROGRAM DESCRIPTION:

Provides day-to-day assistance in human resources administration, labor relations (including negotiations), safety and benefit administration. Assists supervisors and managers in carrying out their employee relations responsibilities. Advises management on personnel policies and problem areas.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 230,687	\$ 237,397	\$ 315,726	\$ 322,172
20 Personnel Benefits	48,387	53,197	78,036	85,409
30 Supplies	625	2,340	3,720	8,220
40 Other Services & Charges	54,120	64,214	93,400	92,900
TOTAL	\$ 333,819	\$ 357,148	\$ 490,882	\$ 508,701

BUDGET NARRATIVE:

“Salaries & Wages” includes an Administrative Services Director, a Personnel Analyst, a Personnel Technician, and a Personnel Assistant.

“Supplies” includes personnel supplies (\$6,720), and safety program supplies (\$1,500).

“Other Services & Charges” includes professional services (\$12,400); labor relations assistance (\$40,500); employee assistance program (\$9,000); advertising (\$24,000); miscellaneous (\$1,000); communication (\$2,000); travel (\$3,800); repairs and maintenance (\$5,000); memberships, dues, subscriptions (\$2,000); registrations and tuitions (\$3,000); printing and binding (\$200); operating rentals and leases (\$10,200); and safety training professional services (\$2,500).

Department: *Administrative Services*
Division: *Human Resources*

Program: *Personnel*
Account: *04-516-200*

Fund: *000-General*

2008 PROGRAM GOALS:

- Negotiate and settle Police Commissioned (Guild) and Fire (International Association of Fire Fighters) labor agreements.
- Distribute Health Insurance Portability and Accountability Act (HIPAA) policies and procedures, establish committee, and conduct training.
- Update Personnel Policies and Procedures.
- Complete basic National Incident Management System training and mission critical department functions for all Administrative Services Department divisions.

2007 PROGRAM GOALS:

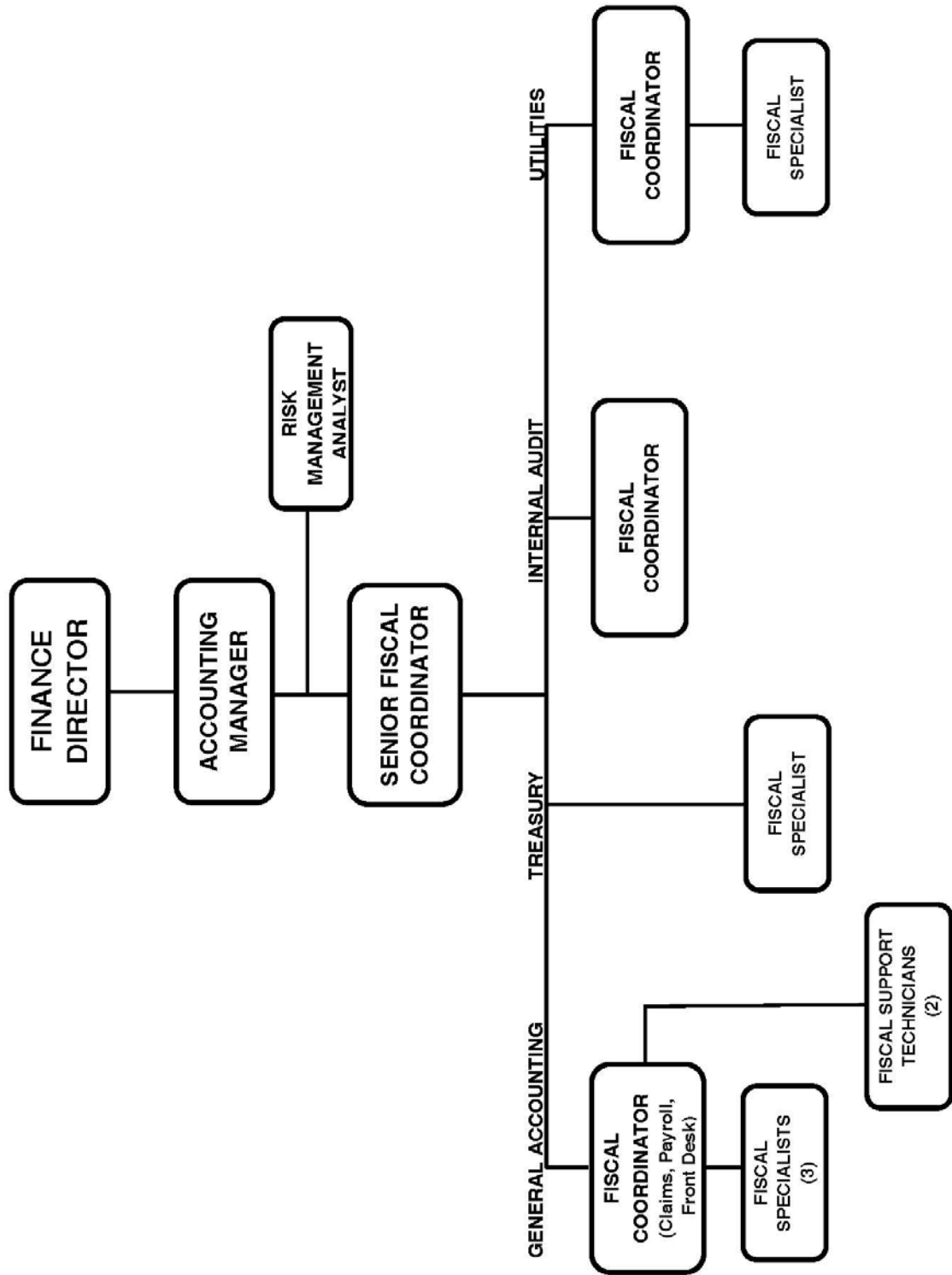
- Settle Police Non-Commissioned (United Steel Workers) labor agreement. **Completed.**
- Negotiate and settle Police Commissioned (Guild) labor agreement. **Currently in negotiations.**
- Negotiate and settle Fire (International Association of Fire Fighters) labor agreement. **Currently in negotiations.**
- Distribute Health Insurance Portability and Accountability Act policies and procedures, establish committee, and conduct training. **Deferred to 2008.**
- Co-create with Public Works the necessary policies, procedures, and systems for establishing and managing key-card system. **Draft policies in memo format created by Personnel and provided to Public Works for completion into actual policies/procedures.**
- Review and begin updating Personnel Policies and Procedures. **Overview completed.**
- Provide healthcare training to all employees. **Completed.**
- Review status of employee safety program and revitalize program elements. **Completed. Personnel Assistant hired, became certified as a Certified Safety Professional through AWC, initial review of program completed. Action steps identified and beginning to be addressed.**
- Complete basic National Incident Management System training and mission critical department functions for all divisions. **Ongoing. Approximately 50% of Administrative Services Staff completed this training in 2007. ASD Director also completed “Continuity of Operations/Continuity of Government (COOP/COG) Planning” training.**

PROGRAM STATISTICAL DATA:

	<u>2006 ACTUAL</u>	<u>2007 ESTIMATE</u>	<u>2008 PROJECTION</u>
Vacancies Advertised	54	45	47
In-house Training Hours Delivered	16	50	0*
Applications Processed	1,132	925	1,000
(Does not include Civil Service or Temporaries)			
Applicants Interviewed	173	165	217

NOTES

FINANCE DEPARTMENT ORGANIZATION



Department: *Finance*
Division: *N/A*

Program: *Budgeting, Accounting, Auditing*
Account: *05-514-230*

Fund: *000-General*

PROGRAM DESCRIPTION:

The Finance Department provides an array of services that include financial data processing, treasury cash control, utility billing and collection, payroll, accounts payable, accounts receivable, grants management, preparation of the annual budget and comprehensive annual financial report, and risk management.

The Finance Department also serves as liaison to the State Auditor's Office during the annual audit of the City's compliance with legal and financial reporting requirements.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 825,220	\$ 775,992	\$ 918,205	\$ 945,817
20 Personnel Benefits	231,951	240,551	327,383	360,141
30 Supplies	72,741	77,335	86,500	85,000
40 Other Services & Charges	322,441	513,824	379,750	377,250
60 Capital Outlays	0	17,794	5,000	5,000
TOTAL	\$ 1,452,353	\$ 1,625,496	\$ 1,716,838	\$ 1,773,208

BUDGET NARRATIVE:

"Salaries & Wages" includes a Finance Director, Accounting Manager, Senior Fiscal Coordinator, three (3) Fiscal Coordinators, five (5) Fiscal Specialists, two (2) Fiscal Support Technicians, and a Risk Management Analyst.

"Supplies" includes (\$15,000) for Finance Department supplies (computer paper, forms, shelving, storage cabinets); and (\$70,000) for central supplies used by all departments (copier supplies, pens, pencils, paper, and miscellaneous supplies).

"Other Services & Charges" includes State Auditor (\$70,000); travel (\$3,000); communication (\$1,000); General Fund insurance, both liability and property insurance, except Police, Fire and Street (\$288,000); repairs and maintenance (\$3,000); operating rentals and leases (\$250); and miscellaneous (\$12,000).

"Capital Outlays" is for the replacement of finance equipment.

Department: *Finance*
Division: *N/A*

Program: *Budgeting, Accounting, Auditing*
Account: *05-514-230*

Fund: *000-General*

2008 PROGRAM GOALS:

- Complete Comprehensive Annual Financial Report (CAFR) by May 31, 2008.
- Continue Budget Manual development.
- Continue development of Risk Management policies and procedures.

2007 PROGRAM GOALS:

- Complete Comprehensive Annual Financial Report (CAFR) by May 31, 2007. **Completed.**
- Develop Budget Manual by June 30, 2007. **Framework Completed/Ongoing.**
- Develop Risk Management policies and procedures. **Ongoing.**

PROGRAM PERFORMANCE MEASURES:

	2006 <u>ACTUAL</u>	2007 <u>ESTIMATE</u>	2008 <u>PROJECTION</u>
Water Shut-off Notices	308	370	500
Delinquent Billings (annual) - Water	1,300	1,400	1,700
Liens Filed - Surface Water	102	100	100
Claims Checks Issued	8,178	8,500	8,500
Average No. Employees Paid Monthly	424	430	430
W2's Processed	561	565	570

Department: *Mayor*
Division: *City Attorney*

Program: *Legal Services*
Account: *06-515-200*

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission and primary function of the City Attorney's Office is to provide legal advice and counsel to the City Administration and City Council, to prosecute persons cited into Tukwila Municipal Court, to defend the City against claims and suits, and to approve contracts as to legal form.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 4,756	\$ 5,161	\$ 2,500	\$ 2,500
20 Personnel Benefits	500	591	224	224
30 Supplies	4,061	4,980	5,000	5,000
40 Other Services & Charges	499,415	746,577	398,500	414,640
TOTAL	\$ 508,732	\$ 757,309	\$ 406,224	\$ 422,364

BUDGET NARRATIVE:

“Salaries & Wages” and “Personnel Benefits” includes extra labor.

“Supplies” includes expansion of the law library.

“Other Services & Charges” includes contracted basic attorney services including municipal court prosecutions and a legal assistant (\$357,140); extra contracted legal services (\$40,000); communication (\$12,000); professional services (\$2,000); operating rentals and leases (\$500); repairs and maintenance (\$2,000); and miscellaneous for travel, registrations, and other expenditures (\$1,000).

Department: *Mayor*
Division: *City Attorney*

Program: *Legal Services*
Account: *06-515-200*

Fund: *000-General*

2008 PROGRAM GOALS:

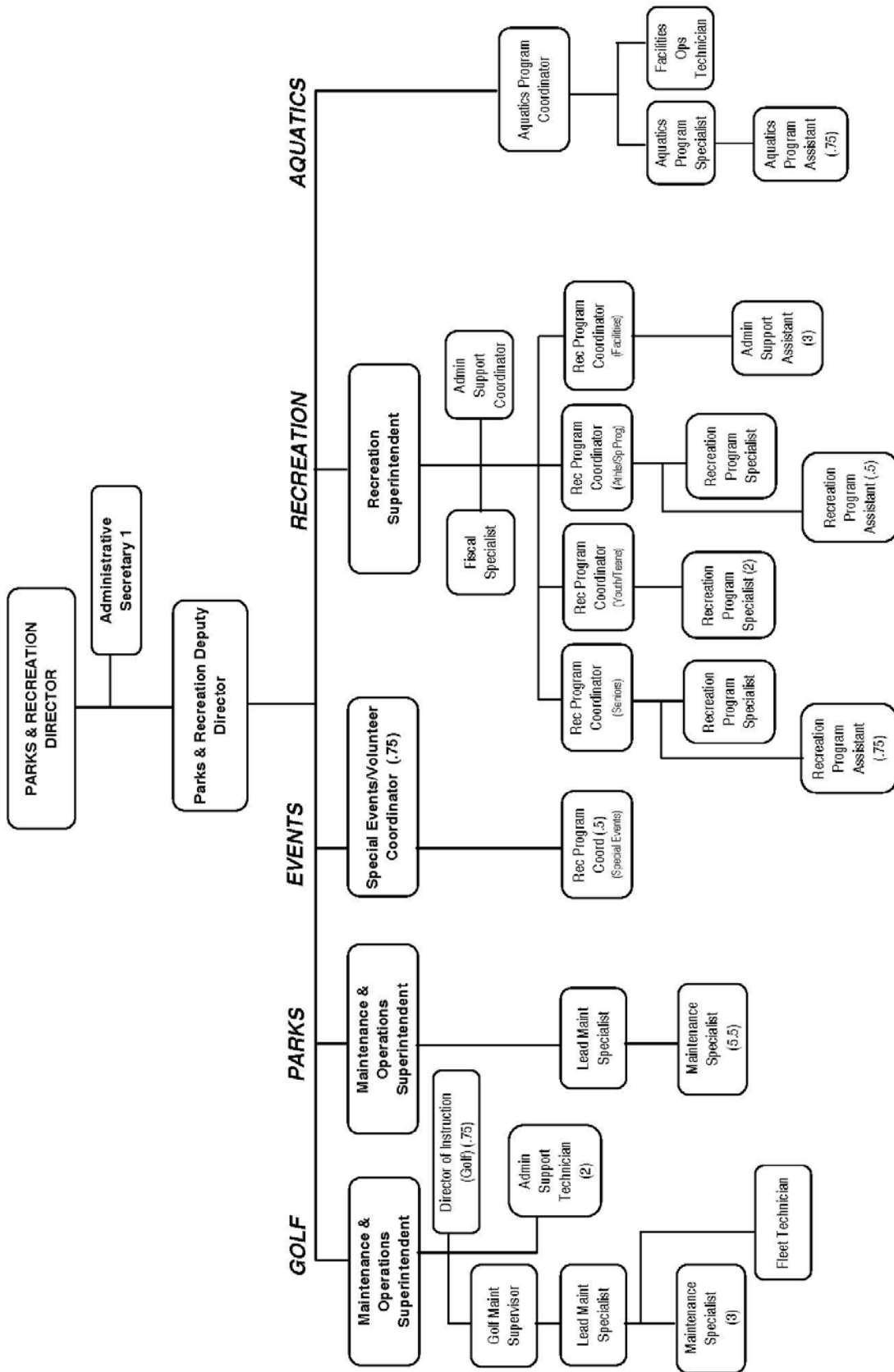
- Provide city-wide training in conjunction with Administrative Services related to personnel issues.
- Work with City staff on Tukwila Village Project.
- Continue to update and revise standardized contracts and other form documents.
- Continue to work with City staff on regional issues and regional projects or proposals impacting the City.
- Assist staff in developing an LID program.
- Work with City staff on code enforcement issues and on strengthening provisions of the Tukwila Municipal Code to allow for more effective code enforcement.
- Work with the Department of Community Development on Comprehensive Plan updates and shoreline management issues.
- Work with City staff to develop streamlined procedures for administrative hearings and non-tort litigation.
- Work with City staff to revise the City's sign code.
- Develop operating procedures for litigation process.
- Maintain efforts to keep prosecution costs down.

2007 PROGRAM GOALS:

- Provide city-wide training in conjunction with Administrative Services related to personnel issues. **Ongoing.**
- Update and revise standardized contracts and other form documents. **Ongoing.**
- Work with City staff on Tukwila International Boulevard (Urban Renewal District) revitalization efforts from land use, public works and Police Department perspectives. **Ongoing.**
- Work with City staff on regional issues and regional projects or proposals impacting the City. **Ongoing.**
- Work to keep prosecution costs down (i.e., reduction in overall number of jury trials, if possible). **Ongoing.**
- Continue to assess overall enforcement strategy of adult entertainment regulations and explore aggressive methods to gain compliance. **Ongoing.**
- Assist staff in developing an LID program. **Ongoing.**
- Work with City staff on code enforcement issues and on strengthening provisions of the Tukwila Municipal Code to allow for more effective code enforcement. **Ongoing.**
- Work with the Department of Community Development on Comprehensive Plan update, shoreline management issues, and Endangered Species Act issues. **Ongoing. Critical Areas Ordinance completed.**
- Develop operating procedures for litigation process. **Ongoing.**
- Work with City staff to develop streamlined procedures for administrative hearings and non-tort litigation. **Ongoing.**

NOTES

DEPARTMENT OF PARKS & RECREATION ORGANIZATION



Department: *Parks & Recreation*
Division: *Administration*

Program: *Parks & Recreation Services*
Account: *07-574-100*

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission of the Administrative Division is to direct and support all other divisions with their endeavors to promote and provide safe, positive leisure-time activities, events and facilities.

All major park, aquatics, volunteer program, golf and recreation development, services and contracts are coordinated and supervised by the administrative division. This division also interacts with all other departments and serves as staff to the Park and Arts Commissions as well as the Library Advisory Board.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 224,237	\$ 232,732	\$ 240,168	\$ 246,984
20 Personnel Benefits	61,289	68,737	84,441	92,869
30 Supplies	1,588	4,597	4,000	4,000
40 Other Services & Charges	8,004	11,637	13,500	15,884
TOTAL	\$ 295,118	\$ 317,703	\$ 342,109	\$ 359,737

BUDGET NARRATIVE:

“Salaries & Wages” includes a Parks and Recreation Director (75%), Deputy Director and an Administrative Secretary 1.

“Other Services and Charges” reflects miscellaneous charges including travel (\$2,500); professional services (\$3,000); communications (\$1,792); repairs and maintenance (\$2,000); equipment rental (\$2,342); miscellaneous (\$4,000); and blood borne pathogens testing (\$250).

NOTE: *The remaining 25% of the Parks and Recreation Director's salaries and wages are charged to Fund 411.*

Department: *Parks & Recreation*
Division: *Administration*

Program: *Parks & Recreation Services*
Account: *07-574-100*

Fund: *000-General*

2008 PROGRAM GOALS:

- Design and construct Phase I of the Duwamish Riverbend Hill to include trail system, interpretive markers and interim parking area.
- Staff will apply for open space grants to purchase needed park land and needed open space as determined by our updated Park Master Plan.
- Redesign and construct Phase II of Codiga Farm Park to include trail system, interpretive markers, picnic area, hand boat launch and parking area.
- Design and construct a passive neighborhood park with the recent purchase of the 57th Avenue Park expansion.

2007 PROGRAM GOALS:

- Oversee and monitor all revenue generating programs in recreation, golf and aquatics. **Completed.**
- Develop a new Parks, Recreation and Golf Open Space 6-Year Plan for Council approval. **Will be completed by February 2008.**
- Complete the new Macadam Winter Garden Park for public use. **Completed.**
- Manage Phase I development of Duwamish Riverbend Hill Park. **Master Plan completed. Phase I will be carried over.**

Department: *Parks & Recreation*
Division: *Recreation*

Program: *Recreation Services*
Account: *07-574-200*
07-574-201
07-574-203
07-574-204

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission of the Recreation Division is to promote and provide social, cultural, physical, and educational recreation activities for participants of all ages during their leisure time.

The Recreation facilities (Community Center, school facilities and parks) and Recreation staff (both part and full-time) are the resources used to conduct these services and programs for the community. Services are planned, promoted and conducted in various locations, during all seasons of the year by staff and instructors. Fees are collected to offset specific activity costs for most programs.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 1,030,246	\$ 1,107,510	\$ 1,262,095	\$ 1,298,115
20 Personnel Benefits	272,002	321,839	436,023	483,672
30 Supplies	99,458	118,917	116,150	121,550
40 Other Services & Charges	336,060	356,366	463,548	465,322
60 Capital Outlays	9,688	61,723	40,000	50,000
TOTAL	\$ 1,747,454	\$ 1,966,355	\$ 2,317,816	\$ 2,418,659

BUDGET NARRATIVE:

“Salaries & Wages” includes a Recreation Superintendent; a .75 FTE Special Events/Volunteer Coordinator; an Administrative Support Coordinator; a Fiscal Specialist; four and ½-time (4.5) Recreation Program Coordinators; four (4) Recreation Program Specialists; a ¾-time and ½-time (1.25) Recreation Program Assistants; and three (3) Administrative Support Assistants. Extra Labor (\$331,844) is distributed among the youth, teen, senior, athletic, rental, general programs; TCSC (\$50,022); and Volunteer & Event Services (\$14,621).

The “Supplies” budget is distributed among the various programs.

“Other Services & Charges” includes professional services (\$219,350); communication (\$26,000); travel (\$6,150); advertising (\$16,000); rentals (\$37,700); equipment rentals (\$38,632); repairs (\$18,400); printing (\$31,350); trip admissions (\$47,650); special accommodations (inclusion) (\$4,000); other special events (\$3,800); and miscellaneous (\$16,290).

“Capital Outlays” reflects replacement equipment (\$35,000) and new office and fitness equipment (\$15,000).

Note: The total amount budgeted for the Tukwila Community Schools Collaborative (TCSC) Project is \$78,349. The total amount budgeted for Tukwila Farmers Market is \$9,400. The total amount budgeted for Volunteer & Event Services is \$259,650.

Department: *Parks & Recreation*
Division: *Recreation*

Program: *Recreation Services*
Account: *07-574-200*
07-574-201
07-574-203

Fund: *000-General*

2008 PROGRAM GOALS:

- Add one additional youth sports league, i.e.: T-ball, girls fast-pitch, summer basketball, flag football, etc.
- Incorporate the new Spray Park at TCC into the Summer Playground Program.
- Increase participation and activities with the Teen Council Program by implementing new activities once a month.
- Work with the Tukwila School District to run the Summer Day Camp programs (Camp Tukwilly, Adventure Camp, and Teen Camp) at a school site.
- Host a Family Fun Field Day Event in conjunction with Spring Break Camp.
- Develop an 8 team Co-Ed Senior Softball Tournament.
- Plan a number of events on Thursdays before and after lunch to increase the daily numbers by 15% to the Senior Lunch Program, including new entertainment during the lunch hour.
- Provide leadership and staff support for 2008 Tukwila Centennial events.
- Increase vendor participation at Tukwila special events including the Backyard Wildlife Festival, Family 4th at the Fort and the Tukwila Days Community Festival.
- Increase participation in the City of Tukwila Volunteer Program by 10%.
- Implement Facility Booking software for rental reservations of park facilities.
- Increase weekday (Monday through Thursday) rentals at the TCC by 10%.

2007 PROGRAM GOALS:

- Implement Facility Booking software for rental reservations of TCC and park facilities. **Will be completed by December 2007.**
- Increase participation in the Senior Deli program by 10%. **In progress.**
- Increase the number of new participants in the Senior programs by 5% through community outreach efforts. **In progress.**
- Provide increased staff support to new City-wide special events including the Car Show, Tukwila Centennial Celebration, and TCC Birthday Party. **Completed.**
- Develop programmed teen activities for the Skate Park. **Completed.**
- Add 10 more fitness opportunities for adults. **Completed.**
- Develop and increase preschool age programs and activities. **Completed.**
- Expand relationships with the Tukwila School District to offer co-sponsored youth sports camps and clinics. **Completed.**

NOTES

Department: *Parks & Recreation*
Division: *Recreation*

Program: *Recreation Services*
Account: *07-574-200*
07-574-201
07-574-203
07-576-200

Fund: *000-General*

PROGRAM PERFORMANCE MEASURES:

	2006 <u>ACTUAL</u>	2007 <u>ESTIMATE</u>	2008 <u>PROJECTION</u>
Number of programs conducted	630	630	650
Number of rental uses of Community Center	850	850	850

Units of Participation (Total Hours)

Athletics	65,000	65,000	65,000
Seniors	28,000	30,000	30,000
Youth/Teen	72,000	80,000	80,000
Rentals	<u>64,000</u>	<u>64,000</u>	<u>64,000</u>
<i>Total Units of Participation</i>	229,000	239,000	239,000

	2006 <u>ACTUAL</u>	2007 <u>ESTIMATE</u>	2008 <u>PROJECTION</u>
General Recreation Revenues	\$ 465,240	\$ 450,000	\$ 472,000
Activities Revenues – Recreation	109,130	108,250	115,500
Senior Meal Program Revenues	19,275	22,000	20,000
Rental Revenues – TCC	219,500	218,400	225,000
Total Revenues – Pool	<u>216,360</u>	<u>221,600</u>	<u>222,600</u>
<i>Total Revenues</i>	<u>\$1,029,505</u>	<u>\$1,020,250</u>	<u>\$1,055,100</u>

Department: *Parks & Recreation*
Division: *Aquatics*

Program: *Recreation Services*
Account: *07-576-200*

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission of the Aquatics Division is to promote and provide social, cultural, physical and safe swimming activities, lessons and events for participants of all ages during their leisure time.

The aquatics facilities (City of Tukwila Pool) and aquatic staff, which includes both part and full-time employees, are the resources used to conduct these swimming services and programs for the community. The Aquatics Division will provide lessons and open swims year-round and fees will be collected in efforts to offset costs.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 269,225	\$ 292,149	\$ 300,632	\$ 311,240
20 Personnel Benefits	72,415	88,652	111,985	122,009
30 Supplies	12,711	14,213	14,000	14,000
40 Other Services & Charges	112,562	117,961	112,100	112,100
60 Capital Outlays	0	2,000	5,000	5,000
TOTAL	\$ 466,913	\$ 514,975	\$ 543,717	\$ 564,349

BUDGET NARRATIVE:

“Salaries & Wages” includes an Aquatics Program Coordinator, Aquatics Program Specialist, a Facilities Operations Technician, and a ¾-time Aquatics Program Assistant. Extra labor of (\$96,150) is for lifeguard and swim instruction.

“Other Services & Charges” includes professional services (\$300); communications (\$4,000); travel (\$400); advertising (\$400); utilities (\$95,000); repairs and maintenance (\$10,000); and miscellaneous (\$2,000).

“Capital Outlays” reflects replacement pool equipment (\$5,000).

Department: *Parks & Recreation*
Division: *Aquatics*

Program: *Recreation Services*
Account: *07-576-200*

Fund: *000-General*

2008 PROGRAM GOALS:

- Increase Aquatic Program Fee revenue by 10% of the 2007 total.
- Significantly improve the facility's look and feel by replacing missing tile and upgrading the underwater lighting.
- Offer CPR classes or challenges to the community and/or City of Tukwila personnel at least once per quarter.
- Offer Lifeguard Training classes or challenges at least once per quarter to help keep up optimum part-time staff levels at the Tukwila City Pool.
- Offer after school Special Olympics Swim Team program for Tukwila and other local School District students in the spring.
- Continue to work with the Tukwila Community Center in marketing and making pool time available for TCC's special events and camps.

2007 PROGRAM GOALS:

- Increase Aquatic Program Fee revenue by 10% of the 2006 total. **Ongoing.**
- Significantly improve the facility's look and feel by replacing the pool liner and tile, and by upgrading the pool's HVAC controls and capabilities. **On hold.**
- Replace starting blocks with corporate sponsored Quikblox. **On hold.**
- RegROUT tile and replace broken tile in both the men's and women's locker rooms. **Completed.**
- Offer CPR classes to the community and City of Tukwila personnel at least once per quarter. **Completed.**
- Offer after school programs for Tukwila School District students in the spring. **Completed.**
- Continue to work with the Tukwila Community Center in marketing and making pool time available for TCC's special events and camps. **Completed.**

Department: *Parks & Recreation*
Division: *Park Maintenance*

Program: *Park Maintenance Services*
Account: *15-576-800*

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission of the Park Maintenance Division is to preserve and improve the quality of each City outdoor facility. This division maintains over 159 acres, including 3 fire station grounds, 11 neighborhood parks, 3 mini parks, Fort Dent Park, City Hall grounds, City Pool grounds, Tukwila Skate Park, Community Center grounds, Japanese Garden, 15 foot trails, and 11 miles of major regional trails. A broad range of equipment and skilled workers are needed to maintain and improve the great variety of trees, shrubs, annuals, turf, irrigation systems, maintenance equipment, and outdoor play equipment.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 403,268	\$ 430,073	\$ 446,688	\$ 455,294
20 Personnel Benefits	125,124	140,509	171,475	186,716
30 Supplies	48,681	51,418	49,500	48,606
40 Other Services & Charges	214,991	255,362	266,581	267,475
60 Capital Outlays	21,813	25,805	12,500	12,500
TOTAL	\$ 813,877	\$ 903,167	\$ 946,744	\$ 970,591

BUDGET NARRATIVE:

“Salaries & Wages” includes a Maintenance & Operations (Parks) Superintendent, Lead Maintenance Specialist, four (4) Maintenance Specialists, two (2) ¾-time Maintenance Specialists, and additional extra labor (\$34,000).

“Supplies” includes operating and office supplies (\$500); repairs and maintenance supplies (\$40,000); park equipment supplies (\$5,606); and small tools (\$2,500).

“Other Services & Charges” includes custodial cleaning services (\$4,000); communication (\$500); travel (\$600); advertising (\$500); equipment rental (\$64,375); rentals (\$8,000); utilities (\$120,000); Fort Dent maintenance (\$23,000); security services (\$18,000); repairs and maintenance (\$20,000); tree maintenance (\$4,500); and miscellaneous (\$4,000).

“Capital Outlays” includes trail overlay and parking lot striping (\$10,000); and hanging flower baskets (\$2,500).

Department: *Parks & Recreation*
Division: *Park Maintenance*

Program: *Park Maintenance Services*
Account: *15-576-800* **Fund:** *000-General*

2008 PROGRAM GOALS:

- Assimilate new parks into the Parks Division (Codiga Farm Park, Macadam Winter Garden, 57th Avenue Park expansion, Cascade View Community Park Phase II) and develop maintenance plans for each.
- Provide park expertise in the design phase of the Duwamish Riverbend Hill project.
- Inspect trail surfaces for safety hazards and repair (tree root damage, trail edge reinforcement and asphalt overlay).
- Provide assistance to Recreation Division for City-wide events.
- Oversee park enhancement projects annually.

2007 PROGRAM GOALS:

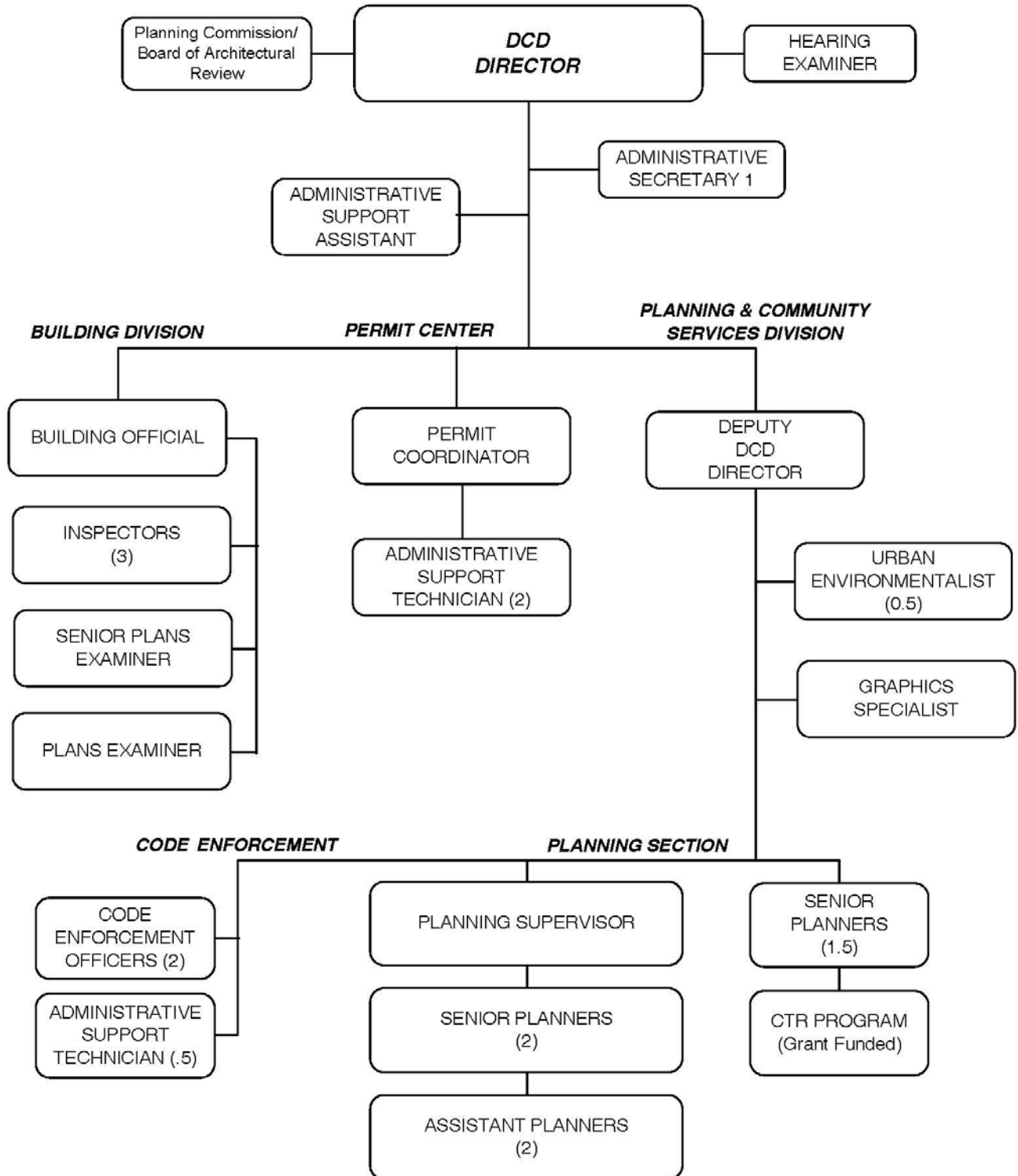
- Assimilate new parks into the Parks Division (Codiga Farm Park, Macadam Winter Garden, Cascade View Community Park Phase II) and develop maintenance plans for each. **Deferred to 2008.**
- Continue with flower basket program. **Completed.**
- Add playground equipment for pre-school age users at the Tukwila Community Center. **Completed.**
- Provide assistance to Recreation Division for City-wide special events including Backyard Wildlife Fair and Tukwila International Farmer's Market. **Completed.**
- Provide additional handicap parking at Tukwila Community Center parking lot. **Completed.**
- Oversee all volunteer park enhancement projects annually. **Completed.**

PROGRAM PERFORMANCE MEASURES:

	2006 <u>ACTUAL</u>	2007 <u>ESTIMATE</u>	2008 <u>PROJECTION</u>
Developed park and building grounds (acres)	158	158	160
Full-time equivalent (FTE) staffing	7.25	7.25	7.50
Acres per F.T.E.	22	22	22
Cost per acre spent to maintain	\$5,000	\$5,500	\$6,000

NOTES

DEPARTMENT OF COMMUNITY DEVELOPMENT



2008 BUDGET

SUMMARY

DEPARTMENT OF COMMUNITY DEVELOPMENT

<u>DEPARTMENT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
Administration	\$ 398,425	\$ 351,878	\$ 391,236	\$ 406,745
Planning	1,004,626	1,148,791	1,301,280	1,237,972
Code Enforcement	116,266	163,671	197,092	209,730
Permit Coordination	163,261	178,165	252,402	270,864
Building	470,585	483,187	626,564	679,038
TOTALS	\$ 2,153,163	\$ 2,325,692	\$ 2,768,574	\$ 2,804,349

Department: *Community Development* **Program:** *Administration*

Division: *Administration*

Account: *08-558-100*

Fund: *000-General*

PROGRAM DESCRIPTION:

The Department of Community Development is organized into three divisions: Building, Permit Coordination, and Planning and Community Services. Administration oversees the functions of Building, Planning and Permit Coordination and provides reception and clerical support to the department. The Director is the SEPA responsible official for environmental review, chairman of the Development Review Committee and Short Subdivision Committee, and coordinator of regional planning issues.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 205,815	\$ 212,243	\$ 220,159	\$ 230,220
20 Personnel Benefits	52,658	60,123	75,077	80,525
30 Supplies	4,237	3,465	3,000	3,000
40 Other Services & Charges	135,715	76,047	93,000	93,000
TOTAL	\$ 398,425	\$ 351,878	\$ 391,236	\$ 406,745

BUDGET NARRATIVE:

“Salaries & Wages” includes the Community Development Director, Administrative Secretary I, and an Administrative Support Assistant.

“Other Services & Charges” includes professional services (\$85,000); repairs (\$3,000); travel (\$3,000); and miscellaneous (\$2,000).

Department: *Community Development*
Division: *Planning*

Program: *Planning*
Account: *08-558-600*
08-558-601
08-558-602
08-558-604

Fund: *000-General*

PROGRAM DESCRIPTION:

The Planning and Community Services Division is responsible for processing applications for development under the Zoning Code, Subdivision Ordinance, Sign Code, SEPA Ordinance, Comprehensive Plan and Shoreline Master Program. The development process includes preparation of staff reports for the Planning Commission, Board of Architectural Review, and Hearings Examiner. Per the Growth Management Act, the Division manages the update of the Comprehensive Plan through the Planning Commission and City Council. This also involves coordination of issues through other agencies of the State, County and other cities. This division also manages the City's residential and commercial recycling program, and administers the community-wide Commute Trip Reduction (CTR) Program and the City's graphics services.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	<u>2005 ACTUAL</u>	<u>2006 ACTUAL</u>	<u>2007 BUDGET</u>	<u>2008 BUDGET</u>
10 Salaries & Wages	\$ 706,799	\$ 744,274	\$ 748,956	\$ 764,757
20 Personnel Benefits	158,672	187,746	238,461	238,056
30 Supplies	15,495	19,157	20,500	20,000
40 Other Services & Charges	103,568	149,946	266,258	185,159
50 Intergovt. Services & Taxes	4,990	24,653	17,105	18,000
60 Capital Outlays	15,102	23,015	10,000	12,000
TOTAL	\$1,004,626	\$1,148,791	\$ 1,301,280	\$ 1,237,972

BUDGET NARRATIVE:

"Salaries & Wages" includes a Deputy DCD Director, a half-time (.5) Urban Environmentalist, two (2) Assistant Planners; two full-time and three part-time (3.5) Senior Planners; a Planning Supervisor, and a Graphics Specialist. Extra labor .5 grant funded position for CTR program of (\$24,900) is included.

"Supplies" includes those needed for planning (\$11,000); Transit Oriented Development Project (\$2,500); graphics (\$6,000); and CTR Program (\$500).

"Other Services & Charges" includes SEPA consultants (\$15,000); miscellaneous professional services (\$31,000); professional services for Transit Oriented Development Project (\$36,000); Shoreline Master Plan Update (\$30,000); recycling program (\$50,594); CTR Program (\$1,565); communication (\$7,000); travel (\$2,000); repairs and maintenance (\$5,000); and miscellaneous (\$7,000).

"Capital Outlays" reflects replacement equipment.

Department: Community Development **Program:** Administration & Planning
Division: Administration **Account:** 08-558-100 **Fund:** 000-General

	08-558-600	
	08-558-601	
	08-558-602	
	08-558-604	

2008 PROGRAM GOALS:

- Complete Tukwila South Master Plan and Annexation.
- Adopt new Shoreline Management Master Program.
- Adopt Tukwila Urban Center Plan and Planned Action.
- Review/update Manufacturing Industrial Center Policies and Planned Action.
- Adopt new Sign Code.
- Review Small Lot Residential Development Policies and Standards.
- Develop a Climate Change Plan to reduce green house gases from the community.

2007 PROGRAM GOALS:

- Complete Tukwila South Master Plan and Annexation. **Ongoing.**
- Complete draft update of Shoreline Management Master Program. **Staff draft completed.**
- Complete Tukwila Urban Center Plan/Planned Action Designation. **Staff draft completed.**
- Review/update Manufacturing Industrial Center Planned Action. **No action.**
- Complete draft Bicycle/Pedestrian “Walk and Roll” Plan. **Completed.**
- Review Small Lot Residential Development Policies and Standards. **Ongoing.**

Department: *Community Development*
Division: *Planning*

Program: *Code Enforcement*
Account: *08-558-603*

Fund: *000-General*

PROGRAM DESCRIPTION:

The Code Enforcement office works with citizens and property owners to resolve non-criminal violations of the Tukwila Municipal Code.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 78,168	\$ 112,207	\$ 126,508	\$ 133,508
20 Personnel Benefits	29,642	43,128	56,947	62,745
30 Supplies	2,834	1,697	3,000	3,000
40 Other Services & Charges	5,622	6,639	10,637	10,477
TOTAL	\$ 116,266	\$ 163,671	\$ 197,092	\$ 209,730

BUDGET NARRATIVE:

“Salaries & Wages” reflects two (2) Code Enforcement Officers and a half-time (.5) Administrative Support Technician.

“Other Services & Charges” includes professional services (\$3,000); travel (\$2,000); equipment rental (\$3,477); public utility services (\$1,000); and miscellaneous (\$1,000).

2008 PROGRAM GOALS:

- Assist in updating the Noise Ordinance, Home Occupation Standards and Parking Standards in residential neighborhoods.
- Develop proposal for Rental Housing Licensing Program.

2007 PROGRAM GOALS:

- Develop proposal for Rental Housing Licensing Program. **Ongoing.**
- Develop proposal for Vacant Structure Program. **Completed.**

Department: *Community Development* **Program:** *Permit Coordination*
Division: *Permit Coordination* **Account:** *08-559-100* **Fund:** *000-General*

PROGRAM DESCRIPTION:

The Permit Coordination Division is responsible for maintaining the Permit System and receiving and issuing permits using Accela software. Monthly building activity reports are prepared and forwarded to King County for sales tax and property tax credits. Public information is maintained at the counter for applicants and citizenry.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	<u>2005 ACTUAL</u>	<u>2006 ACTUAL</u>	<u>2007 BUDGET</u>	<u>2008 BUDGET</u>
10 Salaries & Wages	\$ 101,274	\$ 108,190	\$ 157,258	\$ 160,604
20 Personnel Benefits	28,248	30,757	50,644	59,760
30 Supplies	2,055	2,174	2,500	2,500
40 Other Services & Charges	31,684	37,044	42,000	48,000
TOTAL	\$ 163,261	\$ 178,165	\$ 252,402	\$ 270,864

BUDGET NARRATIVE:

“Salaries & Wages” includes a Permit Coordinator and two (2) Administrative Support Technicians.

“Supplies” are for the division and other departments in issuing permits through the Accela permit system.

“Other Services & Charges” includes professional services (\$45,000); travel (\$1,500); repairs and maintenance (\$500); and miscellaneous of (\$1,000).

Department: *Community Development* **Program:** *Building*
Division: *Building* **Account:** *08-559-600* **Fund:** *000-General*

PROGRAM DESCRIPTION:

The mission of the Building Division is to ensure building construction conforms to the statewide building code and companion codes and City ordinances. The focus of the division is the building permit process, plan review process, inspection process, and issuance of Certificates of Occupancy.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	<u>2005 ACTUAL</u>	<u>2006 ACTUAL</u>	<u>2007 BUDGET</u>	<u>2008 BUDGET</u>
10 Salaries & Wages	\$ 312,295	\$ 313,172	\$ 384,800	\$ 406,407
20 Personnel Benefits	102,593	105,509	164,173	181,333
30 Supplies	3,474	2,146	6,650	8,191
40 Other Services & Charges	52,223	62,360	70,941	83,107
TOTAL	\$ 470,585	\$ 483,187	\$ 626,564	\$ 679,038

BUDGET NARRATIVE:

“Salaries & Wages” includes a Building Official, three (3) Inspectors, a Senior Plans Examiner, and a Plans Examiner.

“Supplies” includes office and operating supplies (\$6,991); and small tools and minor equipment (\$1,200).

“Other Services & Charges” includes professional services (\$50,000) which partially includes special inspection of the Southcenter Mall redevelopment project; travel (\$4,300); equipment rental (\$15,207); printing (\$3,000); repairs and maintenance (\$600); and miscellaneous (\$10,000).

Department: *Community Development* **Program:** *Permit Coordination & Building*
Division: *Permit Coordination & Building* **Account:** *08-559-100* **Fund:** *000-General*
08-559-600

2008 PROGRAM GOALS:

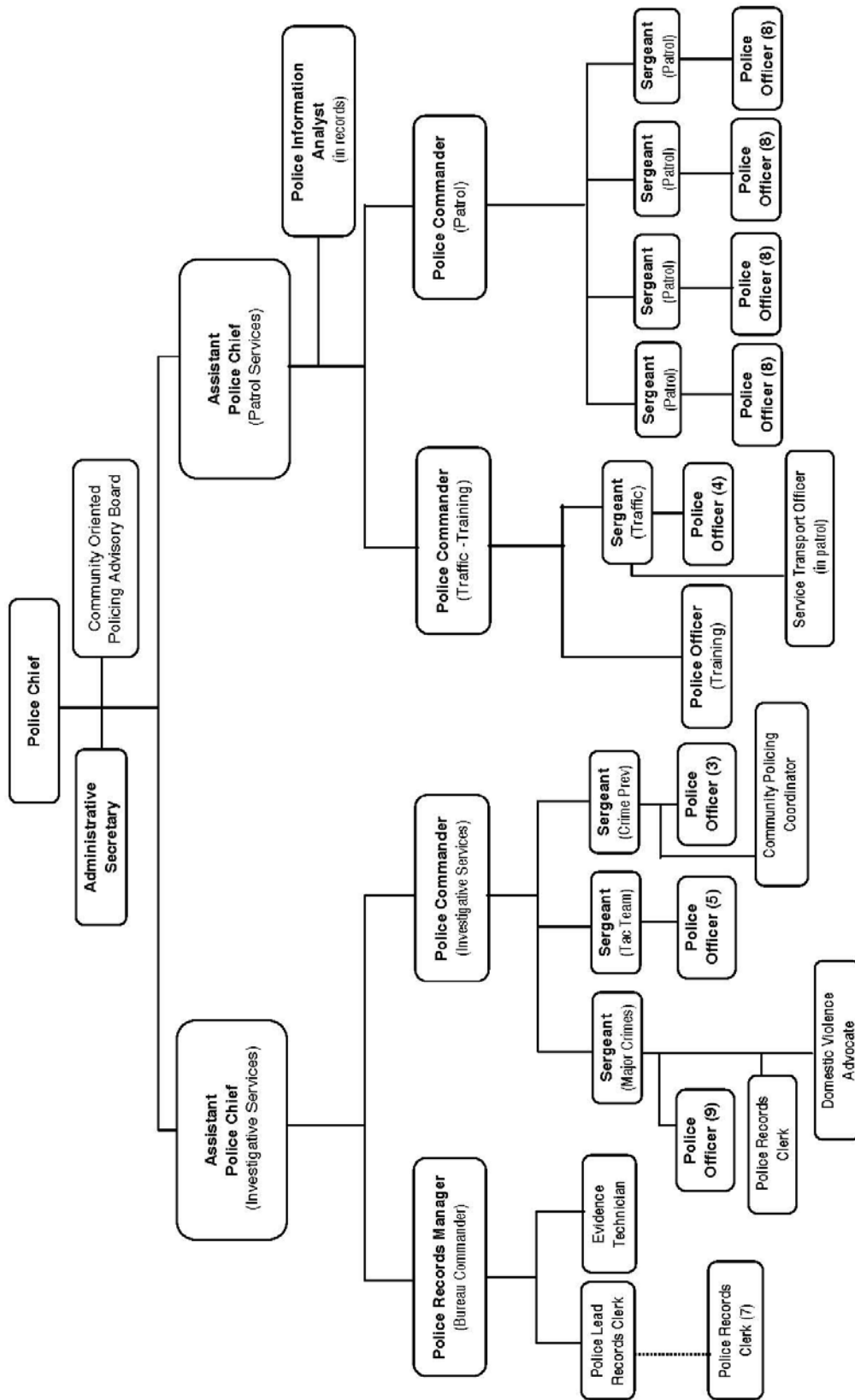
- Develop a Combination Building Permit for single family residential construction.
- Develop tracking and notifications system for Backflow Test Reports.
- Expand usage of “Permits Plus” tracking system.
- Adopt 2008 National Electrical Code and consolidate Administrative Provisions for TMC Title 16.

2007 PROGRAM GOALS:

- Assume responsibility for Electrical Code permitting and inspections. **Completed.**
- Adopt 2006 State Building Code. **Completed.**
- Provide necessary training related to State Electrical Code and 2006 State Building Code. **Completed.**
- Develop information bulletins for Building, Mechanical, Plumbing, Electrical, and Fuel Gas Codes. **Completed.**
- Develop Combination Building Permit for single family residential construction. **Completed.**

NOTES

Tukwila Police Department



NOTES

2008 BUDGET

SUMMARY

POLICE DEPARTMENT

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
Administration	\$ 895,468	\$ 1,099,293	\$ 1,258,445	\$ 1,318,156
Patrol:	5,526,320	5,846,474	5,813,144	6,057,077
<i>Traffic</i>	424,158	522,267	612,385	641,835
<i>Training</i>	179,444	215,586	207,642	213,709
Special Services	1,118,059	1,123,285	1,372,534	1,458,445
Investigations:				
<i>Investigation (Major Crimes)</i>	1,105,860	1,142,417	1,290,917	1,353,212
<i>Gambling/Special Ops/ TAC Team</i>	857,767	819,673	903,485	940,296
<i>Crime Prevention</i>	396,737	461,949	535,434	570,009
TOTALS	\$ 10,503,813	\$ 11,230,944	\$ 11,993,986	\$ 12,552,739

Department: *Police*
Division: *Administration*

Program: *Administration*
Account: *10-521-100*

Fund: *000-General*

PROGRAM DESCRIPTION:

The management functions of the Police Department are included in this program. Those functions include fiscal, personnel, planning, research/development, inter- and intra-department operations and intergovernmental coordination.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 576,341	\$ 653,107	\$ 675,862	\$ 693,291
20 Personnel Benefits	159,830	195,554	223,856	241,763
30 Supplies	9,294	6,928	9,000	9,000
40 Other Services & Charges	150,003	243,704	339,227	363,602
50 Intergovt. Services & Taxes	0	0	10,500	10,500
TOTAL	\$ 895,468	\$ 1,099,293	\$ 1,258,445	\$ 1,318,156

BUDGET NARRATIVE:

“Salaries & Wages” includes a Police Chief, two (2) Assistant Police Chiefs, three (3) Police Commanders, and an Administrative Secretary.

“Supplies” includes annual report, patches, publications, manuals, printer supplies, and other miscellaneous supplies.

“Other Services & Charges” includes professional services (\$8,525); communication (\$7,540); equipment rental (\$27,848); insurance (\$236,000); operating rentals (\$500); repairs and maintenance (radios) (\$50,769); other repairs (\$7,740); travel (\$500); advertising (\$400); volunteer appreciation (\$1,250); police statistical reporting software (\$20,000); and miscellaneous (\$2,530).

“Intergovernmental” reflects Tukwila’s share for a Valley Special Response Team (VSRT) Training Officer (\$7,000); and Regional Automated Information Network (RAIN) agreement (\$3,500).

Department: *Police*
Division: *Administration*

Program: *Administration*
Account: *10-521-100*

Fund: *000-General*

2008 PROGRAM GOALS:

- Recognize excellent performance.
- Resolve community problems through partnerships and problem solving.
- Work with and strengthen regional partnerships.

2007 PROGRAM GOALS:

- Recognize excellent performance. **Completed/Ongoing.**
- Resolve community problems through partnerships and problem solving. **Completed/Ongoing.**
- Work with and strengthen regional partnerships. **Completed/Ongoing.**

PROGRAM PERFORMANCE MEASURES:

	<u>2006 ACTUAL</u>	<u>2007 ESTIMATE</u>	<u>2008 PROJECTION</u>
Goals & Objectives Development	1	1	1
Publish Annual Report	1	1	1

Department: *Police*
Division: *Operations*

Program: *Patrol*
Account: *10-521-220*

Fund: *000-General*

PROGRAM DESCRIPTION:

Patrol division officers respond first to all emergency and non-emergency police calls, they investigate misdemeanor and felony crimes, gather evidence and make arrests, mediate disputes, assist motorists, identify and correct hazardous conditions, keep the peace in our community, maintain a patrol presence to prevent crime, identify and resolve community crime problems, and educate the public on the law and crime prevention measures. Operations division also includes K-9 teams and Police Explorers.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 2,860,992	\$ 2,820,719	\$ 3,096,454	\$ 3,226,714
20 Personnel Benefits	1,002,694	1,082,545	1,281,247	1,392,558
30 Supplies	52,971	38,962	35,634	35,634
40 Other Services & Charges	479,681	570,155	587,884	590,246
50 Intergovt. Services & Taxes	1,000,185	1,288,106	770,000	770,000
60 Capital Outlays	129,797	45,987	41,925	41,925
TOTAL	\$ 5,526,320	\$ 5,846,474	\$ 5,813,144	\$ 6,057,077

BUDGET NARRATIVE:

“Salaries & Wages” includes two (2) Master Police Sergeants and two (2) Police Sergeants, thirty-two (32) Police Officers, and a Service Transport Officer position.

“Supplies” includes miscellaneous supplies and equipment (\$21,529); K-9 supplies (\$2,325); Explorers supplies (\$850); Civil Disturbance Unit (\$2,000); and Special Response Team (SRT) supplies (\$8,930).

“Other Services & Charges” includes professional services (\$2,000); communication (\$30,000); equipment rental (\$478,716); Justice and Assistance Grant (\$20,000); repairs and maintenance (\$48,000); uniform cleaning (\$7,500); Explorer Post (\$2,030); and miscellaneous (\$2,000).

“Intergovernmental” reflects King County and other jail service costs.

“Capital Outlays” reflects replacement equipment (\$41,925).

Department: *Police*
Division: *Operations*

Program: *Patrol*
Account: *10-521-220*

Fund: *000-General*

2008 PROGRAM GOALS:

- Advance officer safety through upgrades in equipment and training.
- Enhance response capabilities to incidents of terrorism and weapons of mass destruction.
- Focus patrol resources to improve safety in public spaces.

2007 PROGRAM GOALS:

- Advance officer safety through upgrades in equipment and training. **Completed/Ongoing.**
- Enhance response capabilities to incidents of terrorism and weapons of mass destruction. **Completed/Ongoing.**
- Focus patrol resources to improve safety in public spaces. **Ongoing.**
- Complete the in-car video program. **Completed.**

PROGRAM PERFORMANCE MEASURES:

	<u>2006 ACTUAL</u>	<u>2007 ESTIMATE</u>	<u>2008 PROJECTION</u>
Calls for Service	33,685	36,000	38,000
Case Reports Generated	9,390	9,510	10,500
Response Time (Emergency)			
Priority 1	3.4 min.	2.87 min.	2.8 min.
Priority 2	9.95 min.	9 min.	9 min.
Response Time (Non-Emergency)	18.3 min.	18.2 min.	18.2 min.
Adult Arrests	2,724	2,800	3,000
Juvenile Arrests	306	340	390

Department: *Police*
Division: *Special Services*

Program: *Records / Evidence*
Account: *10-521-230*

Fund: *000-General*

PROGRAM DESCRIPTION:

Process all department criminal and incident reports while complying with laws regarding privacy and security. Transcribe all department case reports and serve as department receptionists. Maintain and store all criminal history records information.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 525,050	\$ 509,798	\$ 576,480	\$ 598,277
20 Personnel Benefits	148,831	148,893	206,418	226,657
30 Supplies	21,932	30,371	31,900	31,900
40 Other Services & Charges	32,548	38,729	56,978	56,978
50 Intergovt. Services & Taxes	381,138	392,683	492,058	535,933
60 Capital Outlays	8,560	2,811	8,700	8,700
TOTAL	\$1,118,059	\$1,123,285	\$1,372,534	\$1,458,445

BUDGET NARRATIVE:

“Salaries & Wages” includes a Police Records Manager, an Evidence Technician, a Police Lead Records Clerk, seven (7) Police Records Clerks, and a Police Information Analyst.

“Supplies” includes evidence supplies (\$9,400) and general office supplies (\$22,500).

“Other Services & Charges” includes communication (\$11,291); rentals (\$17,187); repairs and maintenance (\$22,000); professional services (\$5,000); and miscellaneous (\$1,500).

“Intergovernmental Services & Taxes” reflects the Police share of Valley Com.

“Capital Outlays” reflects replacement equipment.

Department: *Police*
Division: *Special Services*

Program: *Records/Evidence*
Account: *10-521-230*

Fund: *000-General*

2008 PROGRAM GOALS:

- Prepare division training manuals.
- Destroy all records maintained by the Records Division that exceed or meet minimum general retention schedule requirements.
- Prepare firearms and narcotics held in evidence for destruction.
- Prepare and submit items of evidence for auction, as appropriate.

2007 PROGRAM GOALS:

- Update the Records Manual to include current task outlines and procedures. **Completed.**
- Destroy all records maintained by the Records Division that exceed or meet minimum general retention schedule requirements. **Completed.**
- Prepare firearms and narcotics held in evidence for destruction. **Completed.**
- Prepare and submit items of evidence for auction, as appropriate. **Completed.**

PROGRAM STATISTICAL DATA:

	<u>2006</u> <u>ACTUAL</u>	<u>2007</u> <u>ESTIMATE</u>	<u>2008</u> <u>PROJECTION</u>
Concealed Pistol Licenses	106	110	115
Field Interview Cards Entered	658	850	875
Telephone Calls	46,995	47,000	48,150
Prisoners Logged/Monitored	2,788	2,900	2,950

Department: Police

Division: Operations/Investigations

Program: Investigation (Major Crimes)

Account: 10-521-210

Fund: 000-General

PROGRAM DESCRIPTION:

Conduct all follow-up investigation associated with major crimes to include crimes against persons, crimes against property, fraud, and white-collar offenses.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 811,920	\$ 815,629	\$ 920,211	\$ 960,776
20 Personnel Benefits	224,247	250,642	284,846	307,502
30 Supplies	4,566	4,649	4,400	4,400
40 Other Services & Charges	60,202	66,437	77,660	76,734
60 Capital Outlays	4,925	5,060	3,800	3,800
TOTAL	\$ 1,105,860	\$ 1,142,417	\$ 1,290,917	\$ 1,353,212

BUDGET NARRATIVE:

“Salaries & Wages” includes a Master Police Sergeant, nine (9) Master Police Officers, one (1) Police Records Clerk, and a Domestic Violence Advocate.

“Other Services & Charges” includes professional services for medical and polygraph exams (\$1,650); communication (\$3,400); rentals (\$7,200); equipment rental (\$53,684); travel (\$1,000); repairs and maintenance (\$8,300); and miscellaneous (\$1,500).

“Capital Outlays” reflects replacement equipment (\$3,800).

Department: *Police* **Program:** *Investigation (Major Crimes)*
Division: *Operations/Investigations* **Account:** *10-521-210* **Fund:** *000-General*

2008 PROGRAM GOALS:

- Assess detective assignments and make necessary adjustments in order to increase efficiency.
- Evaluate and adjust investigative priorities.
- Conduct quarterly reviews in order to assess effectiveness and direction of the Unit.

2007 PROGRAM GOALS:

- Assess detective assignments and make necessary adjustments in order to increase efficiency. **Completed**
- Evaluate and adjust investigative priorities. **Completed/Ongoing.**
- Integrate Major Crimes Unit (MCU) with our community outreach efforts. **Ongoing.**
- Conduct quarterly reviews in order to assess effectiveness and direction of the Unit. **Completed.**

PROGRAM PERFORMANCE MEASURES:

	<u>2006 ACTUAL</u>	<u>2007 ESTIMATE</u>	<u>2008 PROJECTION</u>
Average UCR Clearance (Part I)	14%	20%	20%
Case Assigned (MC)	680	700	750
Average Detective Caseload:			
• Persons crimes	14	14	14
• Property crimes	35	35	35

Department: Police

Division: Operations/Investigations

Program: Gambling/Special Operations/TAC Team

Account: 10-521-250

Fund: 000-General

PROGRAM DESCRIPTION

This unit, internally referred to as Tukwila Anti-Crime Team (TAC Team), provides specific criminal emphasis operations, which include narcotics, gambling, and vice-related activities. Also included are all gambling licensee audits and adult entertainment license background applications.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 562,235	\$ 546,562	\$ 549,995	\$ 570,087
20 Personnel Benefits	158,973	180,364	195,527	211,661
30 Supplies	6,439	6,287	6,000	6,000
40 Other Services & Charges	45,070	50,809	44,963	45,548
60 Capital Outlays	85,050	35,651	107,000	107,000
TOTAL	\$ 857,767	\$ 819,673	\$ 903,485	\$ 940,296

BUDGET NARRATIVE:

“Salaries & Wages” includes one (1) Master Police Sergeant, five (5) Master Police Officers one of which is assigned to VNET (Valley Narcotics Enforcement Team).

“Other Services & Charges” includes communication (\$3,000); operating leases for undercover vehicles (\$16,320); equipment rental (\$15,228); repairs and maintenance (\$1,000); and miscellaneous (\$10,000).

“Capital Outlays” reflects estimated confiscation proceeds, which will be contributed towards capital equipment to be determined (\$85,000); Highway 99 Neighborhood Resource Center (\$20,000); and a grant project match (\$2,000).

See page 106 for Goals/Accomplishments.

Department: *Police* **Program:** *Crime Prevention*
Division: *Operations/Support Svcs.* **Account:** *10-521-300* **Fund:** *000-General*

PROGRAM DESCRIPTION:

This section provides on-going commercial and residential security surveys, training and information programs, and maintains community crime analysis for business and residential communities. Also, maintains an on-going *D.A.R.E.* program within elementary, middle and high school levels.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 299,094	\$ 347,625	\$ 389,122	\$ 413,103
20 Personnel Benefits	75,099	97,801	118,311	128,621
30 Supplies	6,272	6,608	8,800	8,800
40 Other Services & Charges	13,983	8,616	19,201	19,485
60 Capital Outlays	2,289	1,299	0	0
TOTAL	\$ 396,737	\$ 461,949	\$ 535,434	\$ 570,009

BUDGET NARRATIVE:

“Salaries & Wages” reflects one (1) Master Police Sergeant, three (3) Police Officers (school resource, accreditation, and crime prevention officers), and one (1) Community Policing Coordinator.

“Supplies” includes newsletters, miscellaneous supplies, minor equipment, and *D.A.R.E.* supplies.

“Other Services & Charges” includes equipment rental (\$6,345); communication (\$2,200); advertising (\$400); rentals (\$1,100); utilities (\$1,000); repairs and maintenance (\$1,000); and miscellaneous (\$7,440).

See page 106 for Goals/Accomplishments.

Department: *Police*
Division: *Operations/Patrol*

Program: *Training*
Account: *10-521-400*

Fund: *000-General*

PROGRAM DESCRIPTION:

Planning, evaluation, scheduling, and documentation of all training programs within the department.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 91,754	\$ 98,068	\$ 83,518	\$ 86,914
20 Personnel Benefits	27,464	30,727	31,549	34,220
30 Supplies	22,594	22,891	25,300	25,300
40 Other Services & Charges	37,632	63,900	67,275	67,275
TOTAL	\$ 179,444	\$ 215,586	\$ 207,642	\$ 213,709

BUDGET NARRATIVE:

“Salaries & Wages” includes a Master Police Officer position.

“Supplies” includes department ammunition needs and miscellaneous supplies.

“Other Services & Charges” includes departmental travel (\$20,000); professional services (\$13,000); rentals (\$5,100); repairs and maintenance (\$150); and miscellaneous (\$29,025).

See page 106 for Goals/Accomplishments.

Department: *Police*
Division: *Operations/Patrol*

Program: *Traffic*
Account: *10-521-700*

Fund: *000-General*

PROGRAM DESCRIPTION:

Provides traffic law enforcement and traffic control. Investigates traffic related incidents and develops and works from a comprehensive traffic plan, which includes: traffic safety education, enforcement programs such as D.U.I. enforcement, and coordination with City Engineering. Also, management of the Traffic Volunteer Program.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 292,272	\$ 352,856	\$ 415,058	\$ 432,066
20 Personnel Benefits	84,058	116,059	137,747	149,125
30 Supplies	2,538	2,341	1,600	1,600
40 Other Services & Charges	45,290	51,011	57,980	59,044
TOTAL	\$ 424,158	\$ 522,267	\$ 612,385	\$ 641,835

BUDGET NARRATIVE:

“Salaries & Wages” includes a Master Police Sergeant and four (4) Master Police Officers.

“Other Services & Charges” includes communication (\$2,600); equipment rental (\$51,144); repairs (\$4,800); and miscellaneous (\$500).

See page 106 for Goals/Accomplishments.

Department: <i>Police</i>	Program: <i>Spec Operats/Crime Prev/Train/Traffic</i>
Division: <i>Operations/Investigations</i>	Account: <i>10-521-250</i>
<i>Support Svcs.</i>	Fund: <i>000-General</i>
	<i>10-521-300</i>
	<i>10-521-400</i>
	<i>10-521-700</i>

2008 PROGRAM GOALS:

- Conduct quarterly reviews in order to assess effectiveness and direction of the Unit.
- Maintain crime prevention programs that facilitate our partnerships with the community.
- Reduce the impact of crimes related to drugs, vice and gangs through proactive enforcement.
- Reduce speeding through increased visibility and traffic enforcement.
- Reduce traffic collisions in targeted areas of the City.

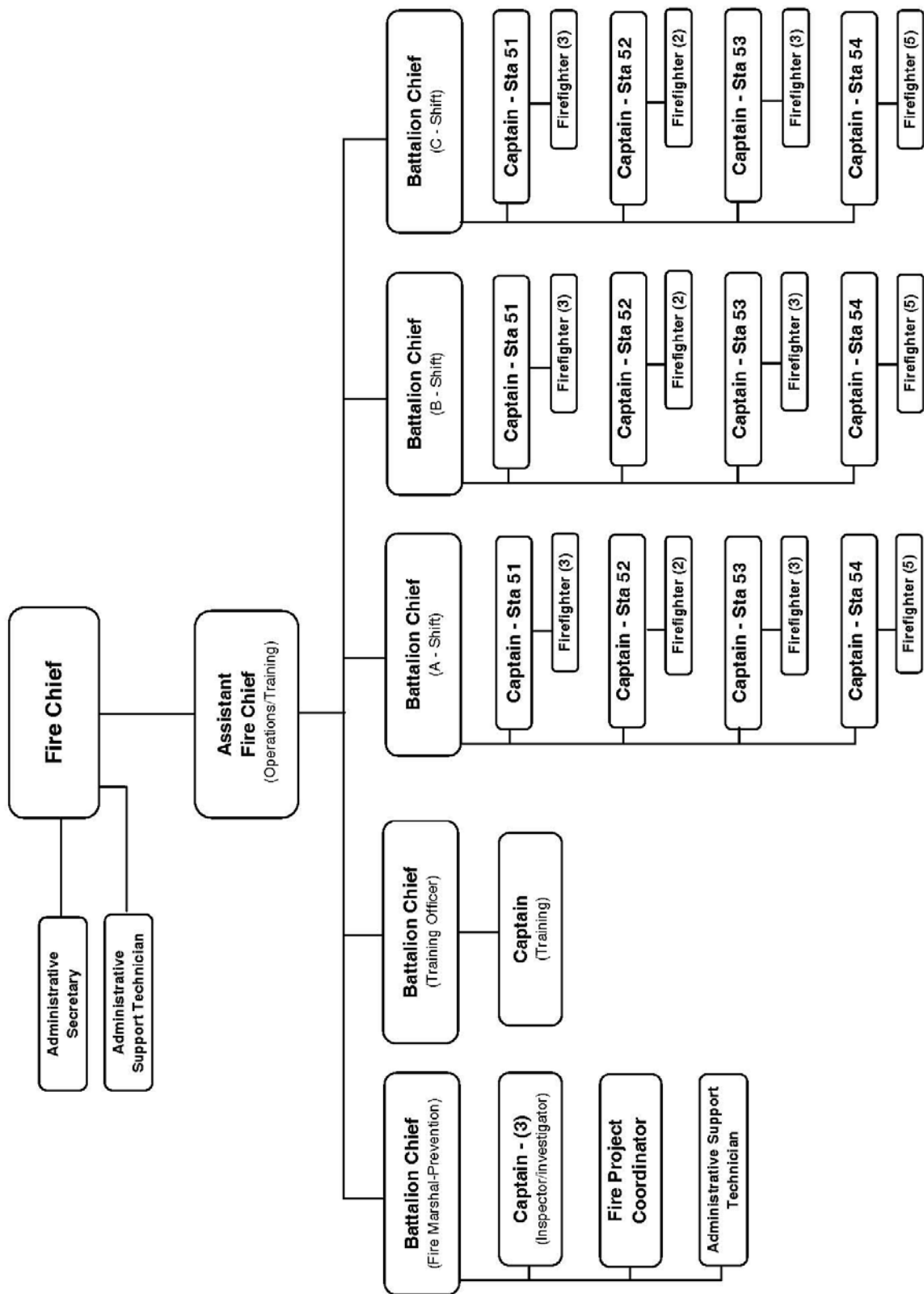
2007 PROGRAM GOALS:

- Conduct quarterly reviews in order to assess effectiveness and direction of the Unit. **Completed.**
- Maintain crime prevention programs that facilitate our partnerships with the community. **Completed/Ongoing.**
- Reduce the impact of crimes related to drugs, vice and gangs through proactive enforcement. **Completed/Ongoing.**
- Reduce speeding through increased visibility and traffic enforcement. **Ongoing.**
- Reduce traffic collisions in targeted areas of the City. **Ongoing.**

PROGRAM PERFORMANCE MEASURES:

	<u>2006 ACTUAL</u>	<u>2007 ESTIMATE</u>	<u>2008 PROJECTION</u>
D.A.R.E. program (classes)	9	9	9
Drug investigations	150	170	170
Vice arrests	90	100	100
Asset seizures	\$40,000	\$40,000	\$40,000
Crime Free Multi-Housing:			
•Full Certification	27	27	18
•Managers/Owners trained	28	28	18

Tukwila Fire Department



NOTES

2008 BUDGET

SUMMARY

FIRE DEPARTMENT

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
Administration	\$ 567,812	\$ 546,343	\$ 650,324	\$ 649,220
Suppression	6,876,887	7,400,238	7,677,950	7,907,283
Prevention & Investigation	528,917	757,796	750,035	748,520
Training	234,340	252,768	263,929	282,713
Facilities	101,767	104,327	106,500	106,500
Special Operations	65,987	70,233	58,223	58,369
Ambulance, Rescue & Emergency	159,334	162,054	201,897	224,189
TOTALS	\$ 8,535,044	\$ 9,293,759	\$ 9,708,858	\$ 9,976,794

Department: *Fire Department*
Division: *N/A*

Program: *Administration*
Account: *11-522-100*

Fund: *000-General*

PROGRAM DESCRIPTION:

Our mission is to deliver professional services to the greater Tukwila Community and provide a safe working environment for our personnel. The fire administration provides oversight, direction, support and encouragement to the various divisions, teams and individual members of the department to accomplish this mission.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 316,961	\$ 332,692	\$ 342,406	\$ 354,646
20 Personnel Benefits	80,067	81,290	93,949	103,176
30 Supplies	5,217	6,462	6,000	5,000
40 Other Services & Charges	154,508	120,379	162,969	173,987
60 Capital Outlays	11,059	5,520	45,000	12,411
TOTAL	\$ 567,812	\$ 546,343	650,324	\$ 649,220

BUDGET NARRATIVE:

“Salaries & Wages” includes a Fire Chief, Assistant Fire Chief, an Administrative Secretary, and Administrative Support Technician.

“Other Services & Charges” includes communication (\$8,000); travel (\$1,500); equipment rental (\$40,591); insurance (\$91,000); operating rentals and leases (\$6,500); repairs and maintenance (\$16,313); and miscellaneous (\$10,083).

“Capital Outlays” reflects replacement office furniture.

Department: *Fire Department*
Division: *N/A*

Program: *Administration*
Account: *11-522-100*

Fund: *000-General*

2008 PROGRAM GOALS:

- Conduct annual management training.
- Review and update department policies and procedures as needed.
- Coordinate National Incident Management System training for City personnel as needed.
- Add, update or replace department computers as needed.
- Apply for applicable grants.
- Update six-year plan.
- Coordinate development of specifications for replacement aid car.
- Conduct a Regional Fire Authority study.

2007 PROGRAM GOALS:

- Conduct annual management training. **Completed.**
- Review and update department policies and procedures as needed. **Ongoing.**
- Coordinate preparation for pandemic flu. **Completed.**
- Coordinate NIMS training for City personnel. **Ongoing.**
- Add, upgrade or replace department computers as needed. **Ongoing.**
- Apply for applicable grants. **Ongoing.**
- Order replacement engine. **Delivered August 2007.**
- Update six-year plan. **Completed.**

Department: *Fire Department*
Division: *N/A*

Program: *Suppression*
Account: *11-522-200*

Fund: *000-General*

PROGRAM DESCRIPTION:

The primary responsibility of the Suppression Division of the Fire Department is to execute the numerous daily field operations that occur within the City and its extended mutual aid response area. Categorically, these operations are most frequently considered to be emergency or non-emergency. Responses to emergencies include, but are not limited to, fire, medical aid, transportation accidents, property damage, operations level hazardous materials and rescues. The division also supports other fire operations such as specialized/technical rescue response, technical hazardous materials response, training, fire prevention, public education, public relations, and business inspections. The division engages in continuous and ongoing training in area of responsibility.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 4,657,084	\$ 4,798,854	\$ 5,053,656	\$ 5,044,231
20 Personnel Benefits	1,332,594	1,486,904	1,673,927	1,816,235
30 Supplies	102,832	89,287	75,000	78,500
40 Other Services & Charges	229,437	245,865	284,561	258,872
50 Intergovt. Services & Taxes	94,709	96,661	127,106	141,245
60 Capital Outlays	214,786	436,727	67,700	172,200
00 Other	245,445	245,940	396,000	396,000
TOTAL	\$ 6,876,887	\$ 7,400,238	\$ 7,677,950	\$ 7,907,283

BUDGET NARRATIVE:

“Salaries & Wages” includes three (3) Battalion Chiefs, twelve (12) Captains, and thirty-nine (39) firefighters.

“Supplies” includes operating supplies (\$20,000); fire equipment (\$20,000); safety/health (\$11,000); Explorers (\$5,500); new employee supplies (\$10,000); and small tools (\$12,000).

“Other Services & Charges” includes professional services (\$19,300); equipment rental (\$223,472); repairs (\$14,000); and miscellaneous (\$2,100).

“Intergovernmental Services & Taxes” reflects the fire suppression share of Valley Com.
(See also page 122).

“Capital Outlays” includes bunker gear replacement (\$28,000); rehab tent (\$9,000); washer/extractor (\$18,000); dryer (\$6,200); 2 de-fib units (\$32,000); replacement MDC's & VRM's (\$12,000); thermal camera (\$10,000); ham radio system (\$45,000); and SCBA service (\$12,000).

“Other” includes contribution to the Water Fund for hydrant rental (\$96,000) and contribution to the Fire Equipment Cumulative Reserve Fund (\$300,000), see page 152.

Department: *Fire Department*
Division: *N/A*

Program: *Suppression*
Account: *11-522-200*

Fund: *000-General*

2008 PROGRAM GOALS:

- Test all fire hoses, apparatus pumps and ladders to meet manufacturer's specifications.
- Complete all assigned company level inspections.
- Participate in public relations and education events.
- Participate in scheduled training: department, zone, regional, national.
- Continue development of small tool replacement schedule.

2007 PROGRAM GOALS:

- Test all fire hoses, apparatus pumps and ladders to meet manufacturer's specifications. **Completed.**
- Complete all assigned company level inspections. **Ongoing.**
- Participate in public education events. **Ongoing.**
- Participate in scheduled training: department, zone, regional, national. **Ongoing.**
- Complete process of outfitting and placing replacement fire engine in service. **Completed.**
- Provide specifications for replacement of fire engine in 2007 budget year. **Completed.**
- Develop small tool replacement schedule. **Deferred to 2008.**

PROGRAM PERFORMANCE MEASUREMENTS:

	2006 <u>ACTUAL</u>	2007 <u>ESTIMATE</u>	2008 <u>PROJECTION</u>
Emergency Incident Response			
Number of Fire Calls	1,578	1,500	1,550
Number of Aid Calls	3,191	2,600	3,100

Department: *Fire Department*
Division: *N/A*

Program: *Fire Prevention & Investigation*
Account: *11-522-300*

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission of the Fire Department includes fire prevention. In fact, a substantial amount of time is required from training and suppression in order to make a fire prevention program work. The Fire Prevention Bureau is responsible for enforcing the provisions of the City Ordinances and International Fire Code, which is accomplished through commercial occupancy surveys, administration of Fire Department permits, investigation of fires, code enforcement and accountability for these activities. Another important goal is education of the public and business owners in order to prevent fires and safety emergencies from occurring.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 393,129	\$ 523,593	\$ 533,807	\$ 553,431
20 Personnel Benefits	82,669	100,819	124,059	140,733
30 Supplies	15,045	13,170	9,000	9,000
40 Other Services & Charges	28,179	38,556	42,869	45,356
60 Capital Outlays	9,895	81,658	40,300	0
TOTAL	\$ 528,917	\$ 757,796	\$ 750,035	\$ 748,520

BUDGET NARRATIVE:

“Salaries & Wages” includes a Battalion Chief (Fire Marshal), three (3) Captains (Inspector/Investigator), an Administrative Support Technician, and a Fire Project Coordinator.

“Other Services & Charges” includes professional services (\$5,000); travel (\$4,000); equipment rental (\$29,356); and miscellaneous (\$7,000).

Department: *Fire Department*
Division: *N/A*

Program: *Fire Prevention & Investigation*
Account: *11-522-300*

Fund: *000-General*

2008 PROGRAM GOALS:

- Continue to convert fire protection plans to compact disc storage media.
- Have fire prevention officers attend police academy to obtain limited commissions for fire investigations.
- Add additional fire prevention officer for inspection load related to Westfield expansion.
- Continue to provide timely plan review and inspections for our customers given the increased plan review and inspection loads related to the Westfield expansion.

2007 PROGRAM GOALS:

- Continue to convert fire protection plans to compact disc storage media. **Ongoing.**
- Establish new position for Public Educator/Public Information Officer and develop full time public education program, including the CERT Program. **Deferred to Emergency Manager's Office.**
- Complete phase II of fire prevention workspace remodel. **Completed.**
- Have new fire prevention officers attend police academy to obtain limited commissions. **One attended.**
- Implement ATF K9 program. **Delayed, waiting to hear from the Bureau of Alcohol, Tobacco, and Firearms.**

FEES COLLECTED:

	<u>2006 ACTUAL</u>	<u>2007 ESTIMATE</u>	<u>2008 PROJECTION</u>
False Alarm Invoices & Reinspection Fees	\$ 800	\$ 800	\$ 800
Plan Review Fees	45,033	40,000	42,000
Special Permit Fees	<u>81,300</u>	<u>60,000</u>	<u>65,000</u>
TOTAL	\$127,133	\$100,800	\$107,800

Department: *Fire Department*
Division: *N/A*

Program: *Training*
Account: *11-522-400*

Fund: *000-General*

PROGRAM DESCRIPTION:

The Training Division team serves to provide training for all phases of the fire department as well as special training such as urban rescue and hazardous materials. The Training Division also serves as a quality control for college classes, Washington State Fire Service education programs and King County Emergency Medical Services.

Training is received in many ways: regularly scheduled drill, independent study, fire prevention inspections, pre-fire planning and during emergency operations.

Training is now recognized as the number one priority for the career firefighter. New and exotic chemicals are creating ever-changing hazards for the firefighter and knowledge is the key to survival. EMS skills are constantly being upgraded and the progressive department must keep abreast of the new developments.

The Tukwila Fire Department Training Division is also responsible for the safety of all divisions within the fire department. This can only be accomplished through training in the latest techniques and information available.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 182,042	\$ 186,200	\$ 192,771	\$ 200,416
20 Personnel Benefits	21,901	21,955	30,176	32,876
30 Supplies	5,073	7,398	5,000	5,500
40 Other Services & Charges	25,324	37,215	35,982	40,921
60 Capital Outlays	0	0	0	3,000
TOTAL	\$ 234,340	\$ 252,768	\$ 263,929	\$ 282,713

BUDGET NARRATIVE:

“Salaries & Wages” includes a Battalion Chief and a Captain.

“Other Services & Charges” includes professional services (\$11,500); equipment rental (\$11,421); travel (\$2,000); and miscellaneous (\$16,000).

“Capital Outlays” includes a projector (\$1,000); and a lap top (\$2,000).

Department: *Fire Department*
Division: *N/A*

Program: *Training*
Account: *11-522-400*

Fund: *000-General*

2008 PROGRAM GOALS:

- Incorporate a “Pre-Fire Tour” program in the department.
- Incorporate regular visits to shift drills by a Training Division officer.
- Actively participate in Zone 3 and King County Training Officer duties.
- Develop a long range plan to have 100% of our drivers attend the Advanced Pump Academy.
- Develop a long range plan to have all our truck company officers and firefighters, assigned to the ladder truck, attend the Advanced Truck Academy.
- Submit a plan to Administration for regular attendance by our members to the National Fire Academy.

2007 PROGRAM GOALS:

- Continue to tailor the Department training program to comply with Federal and State requirements and to meet the needs of our personnel. **Ongoing.**
- Continue to update, revise and administer the recruit training process. **Ongoing.**
- Assist with development, scheduling and presentation of King County Zone 3 joint operations training. **Ongoing.**
- Continue creation of Zone 3 training objectives. **Ongoing.**
- Maintain and update the 4-year training schedule. **In progress.**
- Plan for a future training facility to improve the quality of training presentations. **When authorized.**
- Observe and evaluate all crews in the performance of manipulative drills. **Ongoing.**
- Complete mandated (every 4 years) EVAP training to department apparatus drivers. **To be completed 4th quarter 2007.**
- Incorporate new firefighter Emergency Scene Accountability system. **Completed.**

Department: *Fire Department*
Division: *N/A*

Program: *Facilities*
Account: *11-522-500*

Fund: *000-General*

PROGRAM DESCRIPTION:

Facilities is the operation, maintenance, and utilities of the four stations owned by the City of Tukwila. The purpose of the Facilities budget is to provide a cost accounting for the maintenance, upkeep, and utilities used by the four fire stations.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
30 Supplies	\$ 21,348	\$ 21,168	\$ 20,000	\$ 20,000
40 Other Services & Charges	80,419	83,159	86,500	86,500
TOTAL	\$ 101,767	\$ 104,327	\$ 106,500	\$ 106,500

BUDGET NARRATIVE:

"Other Services and Charges" as shown below includes electricity, water and sewer, repairs, telephone, natural gas and supplies.

Other Services and Charges -

Telephone/Alarms	\$ 21,500
Electricity	32,000
Water/Sewer/Surface Water	15,500
Natural Gas	12,500
Repairs & Maintenance	5,000
Total	<u>\$ 86,500</u>

2008 PROGRAM GOALS:

- Install automatic standby power at all stations.
- Paint interior of Station 52 and Station 53, and the interior and exterior of Station 51.
- Remodel/Relocate kitchen at Station 51.
- Paint Apparatus Bay at Station 54.
- Research electronic air filtering for each station.
- Replace curbing at Station 51.

2007 PROGRAM GOALS:

- Install automatic standby power at all stations. **In progress.**
- Paint interior of Station 52 and Station 53, and the interior and exterior of Station 51. **No 303 funds available.**
- Remodel/Relocate kitchen at Station 51. **No 303 funds available.**
- Paint Apparatus Bay at Station 54. **No 303 funds available.**
- Research electronic air filtering for each station. **Delayed to 2008.**
- Begin preliminary planning for a future facility study. **Will be completed with master plan.**
- Replace existing Fire Department Headquarters sign at Station 51. **Completed.**

Department: *Fire Department*
Division: *Special Operations*

Program: *Hazardous Materials/Rescue*

Account: *11-522-601*
11-522-602

Fund: *000-General*

PROGRAM DESCRIPTION:

The Special Operations Division of the Tukwila Fire Department consists of two teams—the Hazardous Materials Team and the Specialized Rescue Team. Each team has separate responsibilities and training.

The purpose of the Hazardous Materials Team is to respond to and mitigate hazardous materials incidents within the City of Tukwila. These incidents include, but are not limited to, chemical releases, fuel spills, illegal drug laboratories, or environmental emergencies related to civil disobedience or terrorism. Hazardous Materials Team members are responsible for developing and delivering Operations Level lessons and training in the aforementioned areas of Hazmat responsibility. The purpose of the Rescue Team is to respond to and mitigate incidents requiring specialized rescue. Special Rescue incidents include, but are not limited to, high angle rope rescue, confined space rescue, trench rescue, structural collapse, and water rescue especially in the Green River. Increased training and new equipment additions are essential to the ever-increasing hazardous situations facing the City.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
30 Supplies	\$ 26,543	\$ 24,944	\$ 18,000	\$ 18,000
40 Other Services & Charges	33,817	36,585	40,223	40,369
60 Capital Outlays	5,627	8,704	0	0
TOTAL	\$ 65,987	\$ 70,233	\$ 58,223	\$ 58,369

BUDGET NARRATIVE:

“Supplies” includes (\$9,000) for Hazardous Materials Unit and (\$9,000) for Special Rescue.

“Other Services & Charges” includes travel for both units (\$1,250); equipment rental (\$10,619); repairs and maintenance (\$2,500); miscellaneous (\$6,000); and Hazardous Cleanup Grant funded (\$20,000).

Department: *Fire Department*
Division: *Special Operations*

Program: *Hazardous Materials/Rescue*

Account: *11-522-600*

Fund: *000-General*

HAZARDOUS MATERIALS RESPONSE TEAM

2008 PROGRAM GOALS:

- Increase Team membership to have a minimum of four technicians on duty.
- Have all officers and acting officers “HazMat Incident Commander” certified.
- Implement the new HazMat Technician Training Manual.
- Review HazMat drill codes and revise to line up with current training processes, including the new Technician Training Manual.

2007 PROGRAM GOALS:

- Continue attendance at ODP (Office of Domestic Preparedness) classes. **Ongoing.**
- Continue support to Tukwila PD and King County HazMat Providers Group. **Completed.**
- Complete all required training for Technician Certification. **Completed.**
- Provide and complete all required training for suppression crews for First Responder Operations Level Certification. **Completed.**
- Complete 6-year budget and training calendar to accompany the department’s 6-year strategic plan. **In progress.**
- Develop apparatus and supply inventory to support the department’s new bar code inventory system. **In progress.**

Department: *Fire Department* **Program:** *Hazardous Materials/Rescue*
Division: *Special Operations* **Account:** *11-522-600* **Fund:** *000-General*

RESCUE TEAM:

2008 PROGRAM GOALS:

- Meet annual training requirements for technical rescue, per NFPA 1670 and NFPA 1006.
- Provide swiftwater rescue technician training.
- Pursue the placement and construction of at least one boat ramp into the Green River within the City of Tukwila.
- Host annual Zone 3 Trench Rescue Technician Training.
- Participate in all Zone 3 Rescue Technician Training.

2007 PROGRAM GOALS:

- Pursue the placement and construction of at least one boat ramp within the City of Tukwila. **Delayed.**
- Work with Boeing Fire Department to develop rescue procedures from overhead cranes and catwalks. **Completed.**
- Develop a skills and procedure manual for suppression personnel. **Completed.**
- Develop swift water operations training and certification for a minimum of five (5) non-rescue team members. **Three (3) completed.**

Department: *Fire Department*
Division: *N/A*

Program: *Ambulance, Rescue & Emerg. Medical Aid*
Account: *11-526-800* **Fund:** *000-General*

PROGRAM DESCRIPTION:

The purpose of the Fire/Ambulance, Rescue and Emergency Aid division of the Fire Department is to provide basic and advanced life support to the citizens and general public of Tukwila as well as within our mutual aid response areas. Ambulance service is provided on a limited basis as outlined in Fire Department Standard Operating Procedure. Current service levels include 100% of fire fighters trained as E.M.T.'s and defibrillation technicians, and one aid car, three engines, one ladder truck, and one battalion rig with emergency care capabilities.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
30 Supplies	\$ 19,482	\$ 27,968	\$ 18,000	\$ 22,000
40 Other Services & Charges	28,442	13,705	14,422	14,959
50 Intergovt. Services & Taxes	111,410	114,784	169,475	187,230
60 Capital Outlays	0	5,597	0	0
TOTAL	\$ 159,334	\$ 162,054	\$ 201,897	\$ 224,189

BUDGET NARRATIVE:

“Supplies” includes medical equipment and disposable aid supplies.

“Other Services & Charges” reflects equipment rental (\$13,959) and miscellaneous (\$1,000).

“Intergovernmental Services & Taxes” reflects the aid unit share of Valley Com charges.
(See also page 112.)

Department: *Fire Department*
Division: *N/A*

Program: *Ambulance, Rescue & Emerg. Medical Aid*
Account: *11-526-800* **Fund:** *000-General*

2008 PROGRAM GOALS:

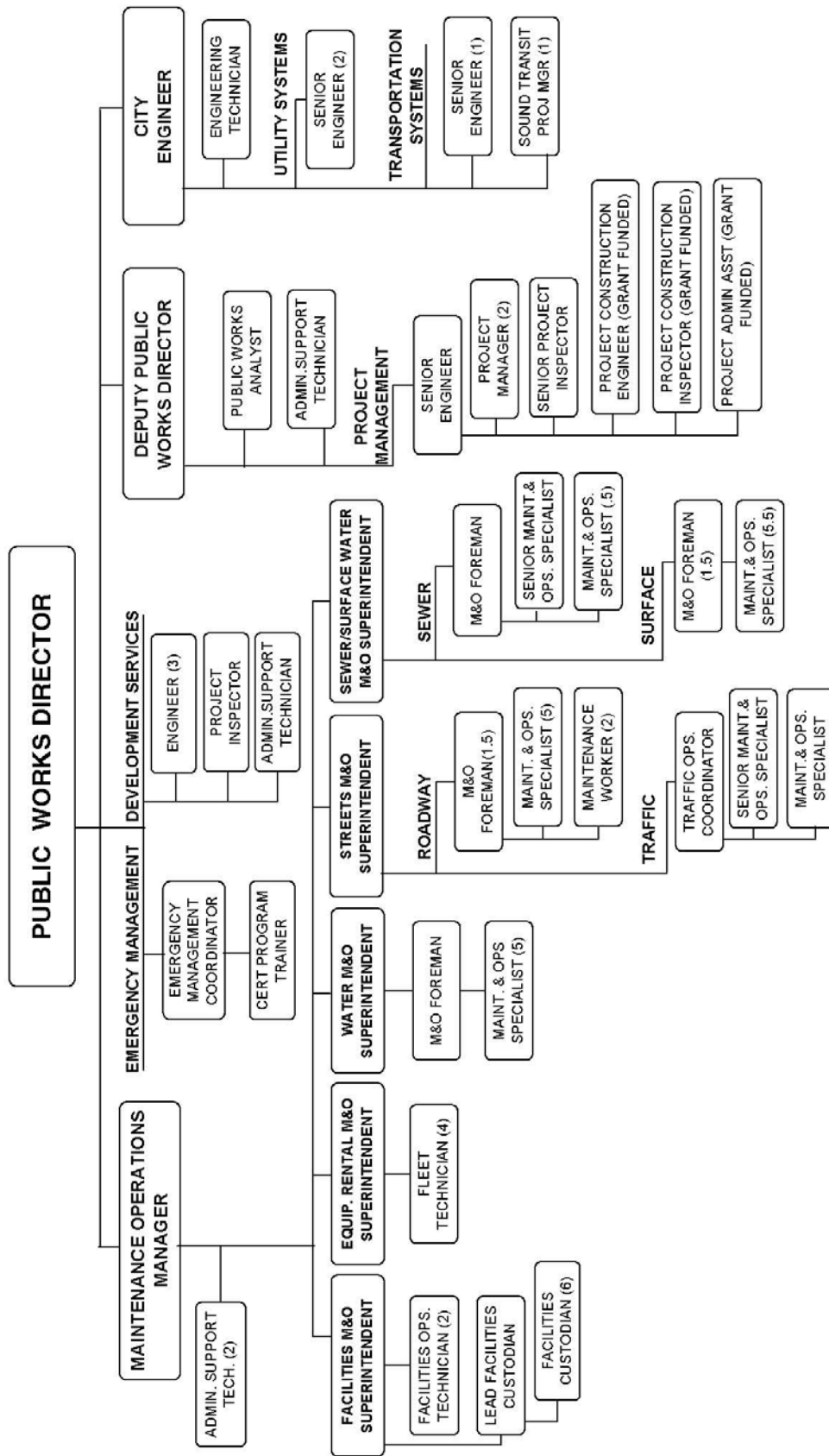
- Complete all 2008 competency-based training objectives.
- Provide 2008 competency-based instructor training for Department instructors.
- Provide first aid, CPR and public access defibrillation training to the public and City employees.
- Provide ongoing advanced auto and commercial vehicle extrication training.
- Provide ongoing mass casualty training for Department personnel.
- Provide first aid/CPR instructor training for Department instructors.
- Provide logistic support and ongoing training to enable the department to participate in the Rescue Outcomes Consortium (ROC) study.
- Sponsor Department Explorers to a King County EMT course.
- Repair, clean, inspect, test and calibrate specific aid equipment.
- Participate in new technology evaluations offered by the King County Medical Program Director.
- Outfit two new Mass Casualty Incident trailers.
- Participate in Zone 3 EMS Officers Program.

2007 PROGRAM GOALS:

- Complete all 2007 competency-based training objectives. **Ongoing.**
- Provide 2007 competency-based instructor training for Department instructors. **Completed.**
- Provide first aid, CPR and public access defibrillation training to the public and City employees. **Ongoing.**
- Provide ongoing advanced auto and commercial vehicle extrication training. **Completed.**
- Provide ongoing mass casualty training for Department personnel. **Ongoing.**
- Provide first aid/CPR instructor training for Department instructors. **Completed.**
- Provide logistic support and defib programming to enable the department to participate in the Rescue Outcomes Consortium (ROC) study. **Ongoing.**
- Sponsor Department Explorers to a King County EMT course. **Ongoing.**
- Repair, clean, inspect, test and calibrate specific aid equipment. **Ongoing.**
- Participate in new technology evaluations offered by the King County Medical Program Director. **Ongoing.**
- Outfit two new Mass Casualty Incident trailers. **In progress.**

NOTES

PUBLIC WORKS DEPARTMENT



PUBLIC WORKS DEPARTMENT

INTRODUCTION:

The mission of the Public Works Department is to protect the health, safety, and welfare of the City's citizens, businesses and visitors through the design, construction, operation, and maintenance of municipal infrastructure systems for transportation, water, sewer, and storm water. In addition, the Public Works Department supports other departments in the City through the acquisition and maintenance of City equipment and facilities. Public Works provides capital design and construction services for Parks, various facility projects, and the City's golf course. The activities of the Department are carried out through several programs that are contained in this budget document under several different funds and elements. The following list provides a short description of each separate program in Public Works along with the budget accounts where they are located.

PUBLIC WORKS PROGRAMS:

- 1) *General Administrative Program* - Responsible for the administration and implementation of programs and projects, which support all of the public works program areas. Activities generally consist of those things which cross program lines or whose costs cannot be easily assigned to a specific program area. The General Administrative Program includes the following sub-areas and funds:

Public Works General Administration	000/13.532.100
Maintenance Administration	000/13.532.101
Development/Permit Review.....	000/13.532.102
Engineering Administration	000/13.532.200

- 2) *Facility Maintenance Program* - Responsible for the maintenance and repair of all City facilities in support of the Public Works Department and other City departments.

Facility Maintenance	000/13.518.300	
Community Center Maintenance.....	000/13.518.301	} Consolidated into 300 in 2007
6300 Building Maintenance.....	000/13.518.302	
Communication Services.....	000/13.528.800	

- 3) *Streets Program* - This Program is comprised of the street maintenance, repair, design and construction of all facilities in and along the travel corridors in the City. The Street Program includes the following sub-areas and funds:

Street Maintenance.....	000/16.542 & 543
Residential Street Construction	103/01
Bridge & Streets Commercial/Industrial	104/01 & 02

- 4) *General Government/Golf Course Construction Program* - The Public Works Department also provides general administrative coordination as well as capital project design and construction services in support of general government projects and golf course capital projects in the following funds:

Land Acq., Recreation & Parks Dev.....	301
Facility Replacement.....	302
General Government Improvements.....	303
Foster Golf Course	411

PUBLIC WORKS PROGRAMS: (Cont.)

- 5) *Water Program* - The purpose of this program is to plan, design, construct, and maintain all of the Water Utility capital facilities, as well as provide regional and inter-jurisdictional coordination on water-related issues.
- Water Operations & Maintenance 401/01**
Water Engineering & Capital 401/02
- 6) *Sewer Program* - The purpose of this program is to plan, design, construct, and maintain all of the Sewer Utility capital facilities, as well as provide regional and inter-jurisdictional coordination on sewer-related issues.
- Sewer Operations & Maintenance..... 402/01**
Sewer Engineering & Capital..... 402/02
- 7) *Surface Water Program* - This program provides for the maintenance, planning, design, and construction of all public capital facilities necessary to convey and manage storm and surface water in the City.
- Surface Water Operations & Maintenance 412/01**
Surface Water Engineering & Capital 412/02
- 8) *Equipment Rental Maintenance Program* - This program is responsible for the coordination and processes related to the acquisition and disposal of equipment in the City's equipment rental fleet. The program also provides ongoing preventative maintenance and repair services for the entire City fleet of vehicles and equipment.
- Equipment Rental Maintenance501/01**
Capital Equipment Purchase & Replacement501/02

NOTES

2008 BUDGET

SUMMARY

PUBLIC WORKS DEPARTMENT

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
<u>GENERAL FUND</u>				
Administration-General	\$ 542,789	\$ 556,834	\$ 689,589	\$ 925,448
Administration-Maintenance	323,488	309,671	309,668	324,010
Engineering	452,765	468,696	780,548	813,387
Development	401,128	422,273	451,544	464,455
Facility Maintenance	1,268,018	1,367,586	1,388,040	1,415,976
Street Maintenance	2,052,098	2,121,400	2,428,211	2,518,197
Residential Street - 103/01	1,002,947	681,792	346,842	551,393
Bridges - 104/01	138,456	7,989	365,000	460,000
Arterial Street - Com./Ind. - 104/02	11,996,714	12,580,213	18,231,987	25,953,277
Water – 401 Maint. & Capital	10,191,938	13,268,253	10,703,848	10,326,200
Sewer – 402 Maint. & Capital	6,431,298	9,468,502	7,552,952	6,238,709
Surface Water-412 Maint. & Capital	9,954,902	8,197,355	5,118,821	4,993,953
Equipment Rental-501 Maint. & Capital	4,926,401	5,443,559	5,151,121	5,233,629
TOTALS	\$ 49,682,942	\$ 54,894,123	\$ 53,518,171	\$ 60,218,634

NOTE: 2008 budgets include ending balances and transfers.

Department: *Public Works*
Division: *General Admin.
Development*

Program: *Administration*
Account: *13-525-100
13-528-800
13-532-100*

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission of Public Works Administration is to initiate, implement and manage the programs, staff and facilities that provide for the public health, safety and welfare through the design, construction and maintenance of the municipal infrastructure to include: streets, signals, water, sewer, storm drains, flood control, equipment, vehicles, and buildings. The Public Works Director manages this program through four divisions: the Engineering Division, Business Services Division, Development Services Division, and the Maintenance Division. Numerous relationships with other agencies such as Seattle Water Department, King County, WSDOT, the Regional Transit Authority, and the cities of Renton, SeaTac, Seattle and Kent are required to coordinate projects and services. The Director reports to the Mayor and City Administrator and is the City's Emergency Management Coordinator.

PROGRAM OBJECT BUDGET:

GENERAL ADMINISTRATION

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 306,269	\$ 323,768	\$ 337,532	\$ 489,920
20 Personnel Benefits	70,643	75,644	95,602	179,073
30 Supplies	11,888	5,654	7,560	7,060
40 Other Services & Charges	108,323	102,183	183,895	184,395
60 Capital Outlays	45,666	49,585	65,000	65,000
TOTAL	\$ 542,789	\$ 556,834	\$ 689,589	\$ 925,448

BUDGET NARRATIVE:

"Salaries & Wages" includes the Public Works Director, Deputy Public Works Director, an Administrative Support Technician, a Public Works Analyst, an Emergency Management Coordinator, and a CERT Program Trainer.

"Other Services & Charges" includes equipment rental (\$6,262); repairs (\$2,000); communication (\$650); travel (\$100); MHZ radios (\$1,083); miscellaneous (\$1,000); city-wide telephone services (\$80,300); City Emergency Preparedness Program (\$50,000); city-wide telephone maintenance services (\$30,000); and cable franchise service (\$13,000).

"Capital Outlays" reflects replacement of EOC radios (\$65,000).

Department: *Public Works*
Division: *N/A*

Program: *Administration*
Account: *13-525-100*
13-528-800
13-532-100

Fund: *000-General*

2008 PROGRAM GOALS:

- Review the Local Improvement District for the purpose of funding the Tukwila Urban Access Project at Klickitat and Southcenter Parkway.
- Evaluate future grant funding options available and propose a course of action to fund transportation projects.
- Assess the City's Emergency Management Plan using the National Emergency Management Accreditation Program Standard as the guideline.
- Provide quarterly reports on emergency management issues.
- Hold quarterly community informational meetings.

Business Services

- Create a more effective, cost-efficient department—projecting and monitoring department costs; seeking more cost-effective purchasing agreements with vendors; preparing the department's operation, maintenance and capital facilities budget using a "needs-basis" approach.
- Review a program that effectively and efficiently administers Council-approved Local Improvement Districts (LIDs).
- Review "rate model" for establishing appropriate rates for water, sewer and surface water enterprise funds.

2007 PROGRAM GOALS:

- Evaluate a Local Improvement District for the purpose of funding the Tukwila Urban Access Project at Klickitat and Southcenter Parkway. **The analysis for determining the Urban Center's property owner's proportionate fair share is nearing completion. Expected to be presented to Council during the first quarter of 2008.**
- Evaluate future grant funding options available and propose a course of action to fund transportation projects. **Ongoing.**
- Evaluate the City's Emergency Management Plan using the National Emergency Management Accreditation Program Standard as the guideline. **Action postponed until Emergency Management Coordinator position is hired.**
- Provide quarterly reports on emergency management issues. **Goal met.**
- Hold quarterly community informational meetings. **Goal met.**

Department: *Public Works*
Division: *N/A*

Program: *Administration*
Account: *13-525-100*
13-528-800
13-532-100

Fund: *000-General*

2007 PROGRAM GOALS (contd):

Business Services

- Create a more effective, cost-efficient department—projecting and monitoring department costs; seeking more cost-effective purchasing agreements with vendors; preparing the department’s operation, maintenance and capital facilities budget using a “needs-basis” approach. **Ongoing. Fleet Services has the ability, by specific vehicle, to identify total costs – fuel, repair, maintenance. Project Management submitted to WSDOT a change in the manner that construction projects are managed through the use of Primavera. To date, the use of Primavera has saved the City tens of thousands of dollars in averted construction claims.**
- Evaluate a program that effectively and efficiently administers Council-approved Local Improvement Districts (LIDs). **Goal met. First LID since 1989 brought before the Council for consideration. LID for the construction of a new residential road between 53rd Ave S. and 55th Ave S. at 142nd Street.**
- Review “rate model” on an annual basis for establishing appropriate rates for water, sewer and surface water enterprise funds. **Goal met.**

NOTES

Department: *Public Works*
Division: *Maintenance Admin.*

Program: *Administration*
Account: *13-532-101*

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission of Maintenance Administration is to manage the maintenance programs and activities for equipment, facilities, streets, water, sewer, and surface water. This division also provides staff support and coordination with the engineering division and other City departments as well as external agencies and service providers. The Maintenance Administration Division is managed by the Maintenance Operations Manager who reports to the Director of Public Works.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 226,730	\$ 208,689	\$ 195,576	\$ 201,540
20 Personnel Benefits	80,309	76,898	83,848	92,226
30 Supplies	2,573	1,461	4,250	3,750
40 Other Services & Charges	13,876	22,623	25,994	26,494
TOTAL	\$ 323,488	\$ 309,671	\$ 309,668	\$ 324,010

BUDGET NARRATIVE:

“Salaries & Wages” includes the Maintenance Operations Manager and two (2) Administrative Support Technician positions.

“Other Services & Charges” includes professional services (\$1,000); travel (\$300); equipment rental (\$11,909); repairs (\$1,250); miscellaneous (\$2,035); and operating leases (\$10,000).

Department: *Public Works*
Division: *Maintenance Admin.*

Program: *Administration*
Account: *13-532-101*

Fund: *000-General*

2008 PROGRAM GOALS:

- Analyze operational and standby needs for potential future expansion of shop facilities.
- Implement recurrent technical training and operational safety programs to maintain employee certification levels.
- Implementation of maintenance tracking system for facilities and City resources.

2007 PROGRAM GOALS:

- Create and implement an Operations Standby and Emergency Responsiveness Plan. **Goal met. Plan will constantly be evaluated as requirements and conditions change.**
- Analyze operational and standby needs for potential future expansion of shop facilities. **Ongoing. During first quarter 2008, Council will receive a report on the condition of all City facilities. Preliminary seismic screening has been completed.**
- Implement recurrent technical training and operational safety programs to maintain employee certification levels. **Goal met. All training requirements were fulfilled.**
- Implementation of maintenance tracking system for facilities and City resources. **On hold.**

Department: *Public Works*
Division: *Engineering*

Program: *Engineering*
Account: *13-532-200*

Fund: *000-General*

PROGRAM DESCRIPTION:

The Engineering Division mission is to provide professional engineering services for planning, design, construction, maintenance, and operation of the water, sewer, surface water and transportation infrastructure. Services include coordination with adjoining agencies such as Renton, Kent, Seattle, SeaTac, Water District 125, and Val View Sewer District, as well as with regional agencies such as King County Metro Transit and Sewer, WSDOT, Green River Basin Technical Committee, RTA, PSRC, and the Transportation Improvement Board. Other services include assisting development permit review and monitoring of franchise utility operations in the City. The City Engineer is the licensed Professional Engineer official for the City and manages the Engineering Division. The City Engineer provides staff support to assigned Council committees and reports to the Director of Public Works.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 310,699	\$ 287,542	\$ 559,752	\$ 577,560
20 Personnel Benefits	79,486	77,121	145,865	160,896
30 Supplies	16,003	5,370	9,500	9,512
40 Other Services & Charges	29,577	84,013	55,431	55,419
60 Capital Outlays	17,000	14,650	10,000	10,000
TOTAL	\$ 452,765	\$ 468,696	\$ 780,548	\$ 813,387

BUDGET NARRATIVE:

“Salaries & Wages” includes a City Engineer, a Senior Engineer, a Project Manager, an Engineering Technician (GIS), a Senior Project Inspector, and three grant funded positions for a Project Administrative Assistant, Project Engineer, and Project Inspector.

“Supplies” includes operating supplies (\$8,012) and small tools (\$1,500).

“Other Services & Charges” includes professional services (\$22,400); communication (\$4,000); repairs (\$4,000); equipment rental (\$14,619); travel (\$400); and miscellaneous (\$10,000).

“Capital Outlays” reflects replacement equipment.

Department: *Public Works*
Division: *Engineering*

Program: *Engineering*
Account: *13-532-200*

Fund: *000-General*

2008 PROGRAM GOALS:

- Continue to assess standardized contracting procedures for construction and repair projects.
- Annual update of transportation mitigation fee system.

2007 PROGRAM GOALS:

- Update standardized contracting procedures for construction and repair projects. **Goal met. Project Management submitted to WSDOT a change in the manner that construction projects are managed through the use of Primavera (cost-loaded network). To date, the use of the cost-loaded network methodology has saved the City tens of thousands of dollars in construction claims.**
- Update transportation mitigation fee system. **Goal met. Reviewing and updating the system is an annual task.**

Department: *Public Works*
Division: *Administration*

Program: *Development*
Account: *13-532-102*

Fund: *000-General*

PROGRAM DESCRIPTION:

The Development Services Division is responsible for reviewing and approving permits associated with land altering, development, residences, and utility permits. The division works closely with Department of Community Development to issue permits in a timely fashion. Included is the responsibility for inspecting applicant's utility systems for conformance to the City's standards.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 316,623	\$ 328,779	\$ 338,814	\$ 341,583
20 Personnel Benefits	84,505	93,494	112,730	122,872
TOTAL	\$ 401,128	\$ 422,273	\$ 451,544	\$ 464,455

BUDGET NARRATIVE:

"Salaries & Wages" includes three (3) Engineers, a Project Inspector, and an Administrative Support Technician.

Department: *Public Works*
Division: *Administration*

Program: *Development*
Account: *13-532-102*

Fund: *000-General*

2008 PROGRAM GOALS:

General

- Maintain and improve the turn-around time for permit review and approval.
- Work with and support DCD to improve permit processes.

Performance

- Zero backlogs of permits waiting for more than 30 days to be reviewed.
- Permits for single-family residences issued within 30 days.

2007 PROGRAM GOALS:

General

- Maintain and improve the turn-around time for permit review and approval. **Ongoing.**
- Work with and support DCD to improve permit processes. **Ongoing.**

Performance

- Zero backlogs of permits waiting for more than 30 days to be reviewed. **Goal met.**
- Permits for single-family residences issued within 30 days. **Goal met.**

Department: *Public Works*
Division: *Maintenance Admin.*

Program: *Facility Maintenance*
Account: *13-518-300*

Fund: *000-General*

PROGRAM DESCRIPTION:

The mission of this unit is to preserve all buildings through a preventive maintenance, repair and operating program in order to provide a safe, pleasant and productive work environment for City staff and clients. The work is located in forty-four facilities throughout the City, consisting of approximately 215,997 square feet, of which 110,777 square feet is provided with custodial care. Facilities maintained consist of the main City Hall (6200 Building), the 6300 Building, a large community center, a library, Fire Stations, shop offices, several public restrooms, and various other buildings.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 486,014	\$ 494,216	\$ 520,696	\$ 520,587
20 Personnel Benefits	178,580	195,378	242,275	260,820
30 Supplies	68,383	66,491	80,695	85,900
40 Other Services & Charges	535,041	611,501	544,374	548,669
TOTAL	\$1,268,018	\$1,367,586	\$ 1,388,040	\$ 1,415,976

BUDGET NARRATIVE:

“Salaries & Wages” includes a Maintenance & Operations Superintendent, a Lead Facilities Custodian, six (6) Facilities Custodians, and two (2) Facilities Operations Technicians.

“Supplies” includes operating supplies (\$2,200); maintenance supplies (\$36,000); custodial supplies (\$36,000); small tool and equipment (\$2,000); and 6300 Building (\$9,700).

“Other Services & Charges” includes professional services (\$2,000); professional services – 6300 Building (\$50,000); communication (\$8,000); communication – 6300 Building (\$2,000); equipment rental (\$39,481); public utility services (\$227,700); public utility services – 6300 Building (\$51,700); repairs and maintenance (\$115,000); repairs and maintenance – 6300 Building (\$51,288); rentals and leases (\$500); and miscellaneous (\$1,000).

Department: *Public Works*
Division: *Maintenance Admin.*

Program: *Facility Maintenance*
Account: *13-518-300*

Fund: *000-General*

2008 PROGRAM GOALS:

General

- Maintain a record keeping system tracking each facility for allocation of work order resources.
- Implement the business plan for facility maintenance.

Performance

- Advertise and award 90% of active Fund 303 Projects no later than June 1st.
- Reduce facility maintenance costs by 10% through efficiencies.
- Develop and implement a custodial satisfaction survey and performance goals.

2007 PROGRAM GOALS:

General

- Maintain a record keeping system tracking each facility for allocation of work order resources.
Ongoing.
- Develop a preliminary business plan for facility maintenance. **Ongoing. Plan will be an integral part of the City Facility Assessment report.**

Performance

- Advertise and award 90% of active Fund 303 Projects no later than June 1st. **Goal not met because of changing facility maintenance requirements and Emergency Management Program initiatives.**
- Reduce facility maintenance costs by 10% through efficiencies. **Goal not met. Costs for supplies and materials went up significantly due to inflation. Less maintenance being performed for the same budget.**
- Develop and implement a custodial satisfaction survey and performance goals. **On hold until a fully staffed custodial service can be evaluated.**

Department: *Public Works*

Program: *Street Maint./Gen. Admin.*

Division: *Maintenance Operations*

Account: *16-542
16-543*

Fund: *000-16 Street O&M*

PROGRAM DESCRIPTION:

The function of the Street Maintenance unit is to operate and maintain the traffic control and safety devices of the transportation network which consists of 110 lane miles of commercial/industrial streets and 90 lane miles of residential streets, including bridges, sidewalks, and street lighting. The Street Maintenance unit maintains relationships with adjoining cities, King County and Washington State Department of Transportation.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 660,555	\$ 707,620	\$ 729,208	\$ 756,401
20 Personnel Benefits	247,431	279,664	311,274	341,188
30 Supplies	151,744	273,431	408,531	376,331
40 Other Services & Charges	951,260	822,715	974,198	1,039,277
60 Capital Outlays	6,108	2,970	5,000	5,000
00 Other	35,000	35,000	0	0
TOTAL	\$ 2,052,098	\$ 2,121,400	\$ 2,428,211	\$ 2,518,197

BUDGET NARRATIVE:

“Salaries & Wages” includes a Maintenance & Operations Superintendent, a Traffic Operations Coordinator, one and one-half (1.5) Maintenance & Operations Foremen, a Senior Maintenance & Operations Specialist, six (6) Maintenance Operations Specialists and two (2) Maintenance Workers.

STREET MAINTENANCE SUPPLIES, LABOR AND SERVICES INCLUDE 542

Roadway	\$ 366,600 ¹
Structures, Sidewalks, Supplies	5,800
Street Lighting	247,800
Traffic Control Devices	265,500
Snow & Ice Control.....	10,300
Roadside	60,400
Ancillary Operations – Video & Fiber.....	82,300
Salaries & Wages.....	756,401
Personnel Benefits	341,188
SUBTOTAL 542	\$ 2,136,289

¹ Includes \$301,300 for Surface Water Utility.

Department: <i>Public Works</i>	Program: <i>Street Maint./Gen. Admin.</i>
Division: <i>Maintenance Operations</i>	Account: <i>16-542</i> Fund: <i>000-16 Street O&M</i>
	<i>16-543</i>

STREET GENERAL ADMINISTRATION 543

542 (from Page 142).....	\$ 2,136,289
Supplies	10,231
Equipment Rental O & M and Replacement	296,877
Insurance	55,000
Miscellaneous, Travel, Communication, etc.....	14,800
Capital Outlays – Replacement Equipment.....	5,000
SUBTOTAL 543	\$ 381,908
TOTAL 542 & 543	\$ 2,518,197

2008 PROGRAM GOALS:

General

- Participate in pavement management for the multi-year street overlay program.
- Assess the Traffic Operations Center (TOC) effectiveness.

Performance

- Repair City-owned streetlights within 72 hours. For Seattle City Light/Puget Sound Energy streetlights, report within 24 hours.
- Correct all traffic signal problems within 24 hours.
- Perform quarterly preventative maintenance on all City-owned traffic signals.
- Evaluate reflectivity of all signs once a year.
- City street cleaning:
 - Residential.....100 percent of the streets, twice a year.
 - Arterial residential and commercial/industrial roads.....six times a year.
 - Arterial commercial/industrial roads.....eight times a year.
- Potholes shall be repaired within 48 hours of notification.

2007 PROGRAM GOALS:

General

- Participate in pavement management for the multi-year street overlay program. **Goal met. Successful 2007 Overlay Program accomplished.**
- Participate with the Interconnect Project and traffic control upgrade by installing cameras at all CBD signals. **Goal met. Signal crew has successfully installed all the CCTV cameras in the CBD and other major streets saving the City hundreds of thousands of dollars in installation costs.**

Performance

- Repair City-owned streetlights within 72 hours. For Seattle City Light/Puget Sound Energy streetlights, report within 24 hours. **Goal met.**
- Correct all traffic signal problems within 24 hours. **Goal met.**
- Perform quarterly preventative maintenance on all City-owned traffic signals. **Goal met.**
- Evaluate reflectivity of all signs once a year. **Goal met.**
- City street cleaning: **Goal met.**
 - Residential.....100 percent of the streets, twice a year.
 - Arterial residential and commercial/industrial roads.....six times a year.
 - Arterial commercial/industrial roads.....eight times a year.
- Potholes shall be repaired within 48 hours of notification. **Goal met.**

Department: *Administration*
Division: *N/A*

Program: *Contributions/Fund Balance*
Account: *000-20*

Fund: *000-General*

PROGRAM DESCRIPTION:

This department is utilized to pay unemployment claims for General Fund employees, provide for Designated Fund Balances, facilitate transfers to other funds, and provide Ending Fund Balances for unanticipated uses.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
20 Personnel Benefits	\$ 2,419	\$ 76,120	\$ 102,000	\$ 108,200
40 Other Services & Charges	167,388	234,286	653,000	595,000
60 Capital Outlays	0	0	0	975,000
00 Other	9,365,794	8,925,464	6,044,684	5,339,207
TOTAL	\$ 9,535,601	\$ 9,235,870	\$ 6,799,684	\$ 7,017,407

BUDGET NARRATIVE:

“Personnel Benefits” is to pay unemployment claims and risk transfer payments of the General Fund.

“Other Services & Charges” represents Building Abatement Program (\$100,000); Centennial Celebration (\$100,000); professional services for consultants in Washington, D.C. and Olympia (\$150,000); 4th of July (\$15,000); Sales Tax Audit (\$10,000); Green Initiative (\$50,000); Tukwila Community Schools Collaboration (TCSC) Donation (\$100,000); and Electrical Inspection (\$70,000). Electrical Inspection may result in additional FTE.

“Capital Outlays” reflects emergency generators (\$975,000).

“Other” reflects undesignated ending fund balance (\$5,339,207), including a “rainy day” amount of \$1,100,000 which is used for cash flow purposes and small revenue temporary shortfalls.

Department: *Mayor's Office* **Program:** *Hotel/Motel Tax*
Division: *N/A* **Account:** *557-300*
557-301
557-302
573-900

Fund: *101 Hotel/Motel Tax*

PROGRAM DESCRIPTION:

This fund consists of proceeds from a special excise tax on lodging charges and is used to promote tourism (Chapter 82.08 RCW). The City has joined with the cities of SeaTac, Kent, and Des Moines to promote the area as "Seattle Southside". A significant portion of the budgeted expenses shown below are paid by other sources.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 178,800	\$ 213,648	\$ 252,750	\$ 265,457
20 Personnel Benefits	44,239	50,015	65,303	72,501
30 Supplies	13,701	8,515	12,000	12,000
40 Other Services & Charges	513,561	442,069	735,000	1,117,000
60 Capital Outlays	2,053	5,967	10,000	10,000
00 Other	39,610	863,307	577,136	464,376
TOTAL	\$ 791,964	\$ 1,583,521	\$ 1,652,189	\$ 1,941,334

BUDGET NARRATIVE:

"Salaries & Wages" includes a Program Manager, a Business Community Liaison, an Administrative Support Specialist, a Marketing & Communications Coordinator position, and extra labor (\$24,000).

"Other Services and Charges" reflects SWKC basic contract (\$25,000); rental – office space (\$60,000); public relations (\$25,000); professional services (\$525,000); magazine brochures (\$25,000); media buy (\$150,000); postage (\$35,000); communications (\$15,000); media buy – special projects (\$100,000); media buy – sponsorships (\$60,000); web page development (\$20,000); Fourth of July (\$15,000); Tournament Bids (\$5,000); Museum of Flight (\$25,000); printing (\$5,000); travel (\$16,000); public utility services (\$1,000); and miscellaneous (\$10,000).

"Capital Outlays" represents replacement equipment.

"Other" reflects estimated ending fund balance of \$464,376.

Department: *Mayor's Office* **Program:** *Hotel/Motel Tax*
Division: *N/A* **Account:** *557-300*
557-301
557-302
573-900

Fund: *101 Hotel/Motel Tax*

2008 PROGRAM GOALS:

- Work with City departments, business community, and residences to execute a successful Centennial campaign.
- Continue efforts to market Seattle Southside as a premier travel destination.
- Support positive relationships between the travel and tourism industry, business community, and city government.
- Continue implementing program performance reporting based on guidelines provided by Destination Marketing Association International.

2007 PROGRAM GOALS:

- Continue efforts to market Seattle Southside as a premier travel destination. **Ongoing.**
- Support positive relationships between the travel and tourism industry, business community, and city government. **Ongoing.**
- Update and reprint the Southside Vacation Planner, 2007-2009 edition. **Completed.**
- Implement program performance reporting based on guidelines provided by Destination Marketing Association International. **New procedures in place, full program implementation expected in 2008.**
- Continue efforts to increase commission revenue. **Ongoing.**

Department: *Public Works*
Division: *Engineering*

Program: *Streets*
Account: *103/01*

Fund: *103 Street*

PROGRAM DESCRIPTION:

The program provides for maintenance, lane widening, curbs and gutters, sidewalks, illumination and undergrounding of utilities of the residential street system. A residential overlay and repair program is added in 2008. It was formerly part of the 104 Commercial Streets Fund.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 5,225	\$ 0	\$ 0	\$ 0
20 Personnel Benefits	433	0	0	0
40 Other Services & Charges	4,039	4,073	0	60,000
60 Capital Outlays	0	0	0	240,000
00 Other	993,250	677,719	346,842	251,393
TOTAL	\$ 1,002,947	\$ 681,792	\$ 346,842	\$ 551,393

BUDGET NARRATIVE:

“Other Services & Charges” reflects Professional Services – residential overlay and repair (\$60,000).

“Capital Outlays” reflects residential overlay and repair (\$240,000).

“Other” represents estimated ending fund balance of (\$251,393).

GENERAL ENGINEERING SERVICES - RESIDENTIAL STREETS

2008 PROGRAM GOALS:

- Prioritize, budget, and schedule list of residential street improvement projects for inclusion into the City’s Capital Improvement Program.
- Annual update of pavement management system.

2007 PROGRAM GOALS:

- Prioritize, budget, and schedule list of residential street improvement projects for inclusion into the City’s Capital Improvement Program. **Goal met.**
- Annual update of pavement management system. **Goal met.**

Department: Public Works
Division: Engineering

Program: Bridges and Arterial Streets
Account: 104/01-02

Fund: 104 Arterial St.

PROGRAM DESCRIPTION:

This program provides for the preliminary engineering, right-of-way, construction engineering, and construction of arterial streets and bridges. The program includes transportation comprehensive plans, streets, bridges, sidewalks, traffic control devices, widening and lane additions. One-quarter percent Real Estate Excise Taxes (REET) are used to fund projects.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
<u>BRIDGES 104/01</u>				
10 Salaries & Wages	\$ 3,286	\$ 0	\$ 0	\$ 0
20 Personnel Benefits	604	0	0	0
40 Other Services & Charges	82,996	3,440	95,000	300,000
60 Capital Outlays	51,570	4,549	270,000	270,000
SUBTOTAL 104/01	\$ 138,456	\$ 7,989	\$ 365,000	\$ 570,000
<u>ARTERIAL STREETS 104/02</u>				
10 Salaries & Wages	\$ 188,184	\$ 208,670	\$ 203,016	\$ 209,316
20 Personnel Benefits	35,165	42,207	51,554	56,601
40 Other Services & Charges	2,920,564	2,871,148	3,630,000	2,344,000
60 Capital Outlays	3,066,671	1,703,554	13,094,000	17,876,000
SUBTOTAL 104/02	\$ 6,210,584	\$ 4,825,579	\$ 16,978,570	\$ 20,485,917
General Government Transfers	\$ 428,792	\$ 451,077	\$ 526,739	\$ 591,657
Other	5,357,338	7,303,557	726,678	4,875,703
TOTAL 104	\$12,135,170	\$12,588,202	\$18,596,987	\$26,413,277

BUDGET NARRATIVE:

104/01 BRIDGES (Per CIP)

05-RW03 .23	Tukwila Urban Center (Ped/Bike Bridge)	\$ 230,000
89-RW16 .26	Bridge Inspection & Repairs.....	\$ 315,000
94-RW08 .51	Boeing Access Road Bridge	25,000
SUBTOTAL BRIDGES 104/01		<u>\$ 570,000</u>

Department: *Public Works*
Division: *Engineering*

Program: *Bridges and Arterial Streets*
Account: *104/01-02*

Fund: *104 Arterial St.*

BUDGET NARRATIVE: *(Cont.)*

104/02 ARTERIAL STREETS (Per CIP)

CAPITAL PROJECTS:

95-RS01	.03	S. 144 th St. (TIB - Military Road)	300,000
91-RW03	.07	Tukwila Intl Blvd Phase I (S. 138 th St – 152 nd).....	50,000
03-RW02	.14	Interurban Avenue S. (S. 143 rd – Fort Dent).....	135,000
95-RW03	.18	Tukwila Intl Blvd Phase II (S. 116 th Way-132 nd).....	5,165,000
95-RW04	.19	Tukwila Intl Blvd Phase III (S. 132 nd – 138 th)	3,795,000
84-RW19	.20	Tukwila Urban Center Access (Klickitat).....	1,205,000
06-RW02	.22	Tukwila Urban Center (Transit Center).....	222,000
02-RW04	.27	Southcenter Blvd (I-5 – TIB) Sound Transit.....	7,000,000
89-RW09	.31	Annual Traffic Signal Program.....	100,000
07-RW04	.33	Bicycle-Friendly Route Signage	60,000
88-RW04	.47	Andover Park W (Tuk Pkwy – Strander).....	200,000
86-RW03	.57	Strander Blvd Extension	801,000
84-RW37	.60	Southcenter Parkway (S. 180 th St. – S. 200th)	575,000
N/A	.85	Annual Repairs and Overlay.....	<u>950,000</u>

SUBTOTAL CAPITAL PROJECTS **\$20,558,000**

** Salaries & Benefits 104/02 only	\$	265,917
General Government Transfers		591,657
Estimated Ending Fund Balance		<u>4,875,703</u>

SUBTOTAL ARTERIAL STREETS 104/02 **\$26,291,277**

GRAND TOTAL 104 **\$26,861,277**

“Salaries & Wages” includes a Sound Transit Project Manager and a Senior Engineer.

Department: *Public Works*
Division: *Engineering*

Program: *Bridges & Streets*
Account: *104/01-02*

Fund: *104 Arterial St.*

GENERAL ENGINEERING SERVICES – BRIDGES & STREETS

2008 PROGRAM GOALS:

- Ongoing construction of Phase II & III of Tukwila International Blvd. Improvement Project.
- Award construction contract for Tukwila Urban Access (Klickitat) Project.
- Award construction contract for Southcenter Parkway Project.

2007 PROGRAM GOALS:

- Begin construction of Phase II & III of Tukwila International Blvd. Improvement Project. **Goal partially met. Construction contract advertised.**
- Begin construction of Tukwila Urban Access (Klickitat) Project. **Goal not met. Work on LID funding mechanism was more complicated than anticipated.**
- Begin construction of Southcenter Parkway Project. **Project on hold pending signed Development Agreement with La Pianta.**
- Complete construction of Traffic Signal Interconnect Phase I. **Goal met.**

Department: N/A
Division: N/A

Program: Contingency
Account: N/A

Fund: 105 Contingency

PROGRAM DESCRIPTION:

This fund is used to provide funding for emergency expenditures that may occur. It has not been used in more than 20 years.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
00 Other	\$ 781,955	\$ 817,896	\$ 826,955	\$ 872,896

BUDGET NARRATIVE:

This amount reflects estimated ending fund balance. Only investment interest is being added.

Department: *Fire*
Division: *N/A*

Program: *Fire Suppression*
Account: *526-594*

Fund: *107-Fire Equip.
Cum. Res.*

PROGRAM DESCRIPTION:

This fund is similar to the Equipment Rental Fund in that it provides funding for future major fire equipment purchases. Also, aid car donations for medical aid supplies are budgeted here. The primary revenue source is an annual contribution from the Fire Suppression Unit in the General Fund.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
30 Supplies	\$ 0	\$ 0	\$ 2,000	\$ 2,000
60 Capital Outlays	0	1,469,400	520,000	0
00 Other	624,854	320,095	118,854	424,095
TOTAL	\$ 624,854	\$1,789,495	\$ 640,854	\$ 426,095

BUDGET NARRATIVE:

“Supplies” includes contributions for medical aid.

“Other” represents the ending fund balance.

Department: N/A
Division: N/A

Program: Debt Service
Account: 591-592

Fund: 207-Limited Tax
G.O. Bonds, 1999

PROGRAM DESCRIPTION:

This fund provides payment to the Fiscal Agent for principal and interest payments required per debt service schedule for bonds issued to pay for the 6300 Building purchase, parking lot expansion and City investment in Tukwila Village project. Revenues are generated from sales tax. Bonds were issued in 1999 and will mature on December 1, 2019. Original issue was for \$10,000,000.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	<u>2005 ACTUAL</u>	<u>2006 ACTUAL</u>	<u>2007 BUDGET</u>	<u>2008 BUDGET</u>
00 Other	\$1,306,130	\$1,063,450	\$ 992,383	\$1,048,236

BUDGET NARRATIVE:

“Other” includes:

Interest and Debt Registration Cost.....	\$391,806
Principal.....	440,000
Est. Ending Fund Balance	<u>216,430</u>
TOTAL	<u>\$1,048,236</u>

Department: N/A
Division: N/A

Program: *Debt Service*
Account: 591-592

Fund: 208-Limited Tax
G.O. Bonds, 2000

PROGRAM DESCRIPTION:

This fund provides payment to Valley-Com for principal and interest payments required per debt service schedule for bonds issued to pay for the new Valley Communications Center. This debt reflects Tukwila's share with four other cities—Auburn, Renton, Kent, and Federal Way. Each of the five cities is responsible for one-fifth of the annual debt service. Revenues are generated from sales tax. Bonds were issued in 2000 and will mature in December 2015. Original issue was for \$2,551,600.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	<u>2005 ACTUAL</u>	<u>2006 ACTUAL</u>	<u>2007 BUDGET</u>	<u>2008 BUDGET</u>
00 Other	\$ 403,696	\$ 479,276	\$ 408,007	\$ 485,560

BUDGET NARRATIVE:

"Other" includes:

Interest and Debt Registration Cost.....	\$ 83,480
Principal.....	167,000
Est. Ending Fund Balance	<u>235,080</u>
TOTAL.....	<u>\$485,560</u>

Department: N/A
Division: N/A

Program: Debt Service
Account: 591-592

Fund: 209-Limited Tax
G.O. Bonds, 2003

PROGRAM DESCRIPTION:

This fund provides payment to the Fiscal Agent for principal and interest payments required per debt service schedule for bonds issued as payment to King County for the South Park Bridge transfer and various major arterial street projects. Revenues are generated from sales tax. Bonds were issued in 2003 and will mature on December 1, 2023. Original issue applicable to this fund is \$6,277,500. The remainder of \$5,772,500 is due directly from the Foster Golf Fund – 411. Total bonds issued amounted to \$12,050,000.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
00 Other	\$ 600,771	\$ 607,844	\$ 665,033	\$ 678,299

BUDGET NARRATIVE:

“Other” includes:

Interest and Debt Registration Cost.....	\$272,327
Est. Ending Fund Balance	<u>405,972</u>
TOTAL.....	<u>\$678,299</u>

Department: N/A
Division: N/A

Program: Debt Service
Account: 591-592

Fund: 210-Limited Tax G.O.
Refunding Bonds, 2003

PROGRAM DESCRIPTION:

This fund provides payment to the Fiscal Agent for principal and interest payments required per debt service schedule to refund the remaining debt of the Limited Tax G.O. Bonds, 1994 which were paid from the 201 Fund for bonds issued to pay for the Community Center and Fire Station #53 projects. Revenues are generated from sales tax. Refunding bonds were issued in 2003 and will mature on December 1, 2014. Original issue was for \$4,195,000.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
00 Other	\$ 839,507	\$ 767,474	\$ 698,607	\$ 748,270

BUDGET NARRATIVE:

“Other” includes:

Interest and Debt Registration Cost.....	\$125,000
Principal.....	365,000
Est. Ending Fund Balance	<u>258,270</u>
TOTAL.....	<u>\$748,270</u>

Department: N/A
Division: N/A

Program: Parks & Land
Account: Various

Fund: 301-Land Acq.,
Rec & Park Dev.

PROGRAM DESCRIPTION:

This special fund is to be used for the acquisition of land, development of land and construction of park facilities. Funds also include the planning and engineering costs related to the various projects. Only park-related projects are included. General Government projects are in the 303 Fund. A one-quarter percent Real Estate Excise Tax (REET) is available for park projects.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 13,942	\$ 0	\$ 0	\$ 0
20 Personnel Benefits	3,977	0	0	0
30 Supplies	0	2,634	0	0
40 Other Services & Charges	91,897	86,862	571,000	513,000
60 Capital Outlays	113,186	2,029	2,388,000	1,953,000
00 Other	2,176,778	4,007,345	738,140	2,864,005
TOTAL	\$ 2,399,780	\$ 4,098,870	\$ 3,697,140	\$ 5,330,005

BUDGET NARRATIVE:

“Other Services & Charges and Capital Outlays” includes:

301 REC. & PARKS (PER CIP)

06-PK04 .32 Ryan Hill Park	\$ 300,000
06-DR02 .35 Duwamish Gardens	2,159,000
99-PK04 .37 Greenbelt Trails	20,000
07-PK01 .38 Black River Trail Connector	23,000
98-DR06 .50 Codiga Farm Park.....	739,000
03-PK10 .52 Tukwila Pond	199,000
00-DR04 .53 WRIA 9 Watershed Planning	12,000
98-DR03 .61 Riverton Creek Flap Gate	100,000
06-PK02 .66 Water Spray Park	222,000
N/A .68 City of Tukwila Pool	297,000
03-PK09 .69 Duwamish River Bend Hill Park	440,000
03-PK07 .71 Fort Dent Park	208,000
04-PK01 .72 57 th Ave S. Park Extension	25,000
06-PK01 .73 Parks & Recreation Open Space Plan.....	23,000
CIP PROJECTS	\$ 4,767,000

“Other” includes:

Miscellaneous General Government.....	\$ 55,886
Estimated Ending Fund Balance.....	2,808,119
TOTAL 301 FUND	\$ 7,631,005

Department: N/A
Division: N/A

Program: General Plant Facilities
Account: 594

Fund: 302-Facility
Replacement

PROGRAM DESCRIPTION:

The fund has been established to provide future funding needs for general government building replacements and major enhancements.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
40 Other Services & Charges	\$ 6,952	\$ 42,078	\$ 84,000	\$ 65,000
60 Capital Outlays	8,682	49,688	674,000	895,000
00 Other	2,274,443	2,467,446	1,922,943	2,759,446
TOTAL	\$ 2,290,077	\$ 2,559,212	\$ 2,680,943	\$ 3,719,446

BUDGET NARRATIVE:

“Other Services & Charges and Capital Outlays” includes:

FACILITIES (Per CIP)

00-BG22 .01 Tukwila Village.....	\$ 915,000
South County Regional Jail Study.....	\$ 45,000
SUBTOTAL CIP	\$ 960,000

“Other” represents:

Estimated Ending Fund Balance	<u>\$ 2,759,446</u>
TOTAL 302 FUND	<u>\$ 3,719,446</u>

Department: N/A
Division: N/A

Program: General Plant
Account: 518
594

Fund: 303-General Gov. Improv.

PROGRAM DESCRIPTION:

This special fund is used for improvements, additions, or other miscellaneous minor capital projects not provided for elsewhere. Projects which benefit multiple departments or functions will be given priority.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
10 Salaries & Wages	\$ 46,589	\$ 103,152	\$ 82,308	\$ 84,780
20 Personnel Benefits	12,380	29,104	33,231	36,468
30 Supplies	1,008	6,248	0	0
40 Other Services & Charges	59,643	96,513	0	0
60 Capital Outlays	302,919	630,427	1,000,000	1,400,000
00 Other	1,272,728	818,977	153,918	197,728
TOTAL	\$ 1,695,267	\$ 1,684,421	\$ 1,269,457	\$ 1,718,976

BUDGET NARRATIVE:

“Capital Outlays” includes:

GENERAL IMPROVEMENT PROJECTS (Per CIP)

General Improvements.....\$ 1,400,000
SUBTOTAL.....\$ 1,400,000

“Other” consists of:

Estimated Ending Fund Balance\$ 197,728

Salaries & Benefits.....\$ 121,248 ¹
TOTAL 303 FUND.....\$ 1,718,976

¹ “Salaries & Wages” includes a Project Manager.

NOTES

2008 BUDGET

SUMMARY

WATER/SEWER UTILITIES

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
401 Water	\$ 10,191,938	\$ 13,268,253	\$ 10,703,848	\$ 10,326,200
402 Sewer	6,431,298	9,468,502	7,552,952	6,238,709
404 Water/Sewer Rev. Bonds	100,248	298,152	591,984	605,682
405 Bond Reserve	577,587	577,587	393,548	393,548
TOTALS	\$ 17,301,071	\$ 23,612,494	\$ 19,242,332	\$ 17,564,139

NOTE: Includes estimated ending working capital in budgeted amounts.

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Water*
Account: *401/01-02*

Fund: *401-Water*

PROGRAM DESCRIPTION:

The mission of the Water Utility is to operate and maintain a water distribution system that will provide residential, commercial, and industrial customers with high water quality, adequate capacity and pressure, at economical costs. The system distributes, on an annual basis, approximately 807 million gallons of water through forty miles of water mains through approximately 2,200 meters. The Water Utility maintains relationships with adjoining jurisdictions, cities, water districts, sewer districts, and the Washington State Department of Health.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
<u>401/01 OPERATIONS & MAINTENANCE</u>				
10 Salaries & Wages	\$ 292,504	\$ 338,162	\$ 367,622	\$ 431,297
20 Personnel Benefits	100,561	138,601	148,943	194,364
30 Supplies	1,249,816	1,420,117	1,538,311	1,683,311
40 Other Services & Charges	132,762	131,208	157,945	154,952
50 Intergovt. Services & Taxes	184,516	184,104	180,000	184,000
60 Capital Outlays	73,918	71,129	75,900	67,400
00 Other	1,360,367	1,165,549	960,463	1,017,678
TOTAL 401/01	\$ 3,394,444	\$ 3,448,870	\$ 3,429,184	\$ 3,733,002
<u>401/02 CAPITAL OUTLAYS</u>				
10 Salaries & Wages	\$ 45,608	\$ 68,099	\$ 47,112	\$ 48,600
20 Personnel Benefits	13,225	20,383	17,370	19,084
40 Other Services & Charges	100,741	288,104	432,000	205,000
60 Capital Outlays	0	2,497,152	2,075,000	830,000
00 Other	6,637,920	6,945,645	4,703,182	5,490,514
TOTAL 401/02	\$ 6,797,494	\$ 9,819,383	\$ 7,274,664	\$ 6,593,198
TOTAL WATER UTILITY	\$10,191,938	\$13,268,253	\$10,703,848	\$10,326,200

BUDGET NARRATIVE:

401/01 OPERATIONS & MAINTENANCE

“Salaries & Wages” includes a Maintenance & Operations Superintendent, a Maintenance & Operations Foreman, and five (5) Maintenance & Operations Specialists.

“Supplies” includes office and miscellaneous supplies (\$5,811); operating supplies (\$25,000); maintenance supplies (\$45,000); Cascade Water Alliance (CWA) block wholesale purchased water (\$1,577,000) which includes (\$63,429) in CWA administration fees; reclaimed water (\$10,000); large meters (\$17,000); and small tools (\$3,500).

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Water*
Account: *401/01-02*

Fund: *401-Water*

BUDGET NARRATIVE *(Cont.)*

“Other Services & Charges” includes communication (\$2,500); equipment rental (\$70,452); insurance (\$32,000); repairs (\$11,000); utilities (\$21,500); professional services (\$7,300); DOH permit (\$3,200); and miscellaneous (\$7,000).

“Taxes” are excise tax payments to the State.

“Capital Outlays” reflects automatic meter reading machine equipment (\$67,400).

“Other” includes general government services (\$562,500); revenue bonds principal and interest (\$455,178).

401/02 CAPITAL PROJECTS *(per CIP)*

92-WT06	.21	Interurban Water Reuse	132,000
04-WT02	.36	Interurban Ave. S. Waterline	510,000
06-WT02	.37	Martin Luther King Jr. Way S. Waterline	<u>393,000</u>

SUBTOTAL CAPITAL PROJECTS	\$ 1,035,000
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Engineering Salaries & Benefits.....	67,684 ¹
Estimated Ending Working Capital.....	5,372,985
Intergovernmental Loans/Interest	<u>117,529</u>

TOTAL 401/02	\$ 6,593,198
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TOTAL 401/01 <i>(from page 154)</i>	<u>3,733,002</u>
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TOTAL 401	<u>\$10,326,200</u>
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¹ “Salaries & Wages” includes one (1) Senior Engineer split between Water and Sewer.

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Water*
Account: *401/01-02*

Fund: *401-Water*

WATER MAINTENANCE

2008 PROGRAM GOALS:

General

- Track backflow prevention compliance for the annual Department of Health report using the City's cross-connection data program.
- Continue the remaining phase of the automatic meter read program in the residential areas.
- Implement a program to test the accuracy of water meters 2-inches and larger into standard preventative maintenance procedures.
- Implement Water Use Efficiency Program.

Performance

- Install new water meters within 48 hours of the hook-up request.
- Respond to water quality concerns within 24 hours.
- Test chlorine residual level bi-monthly.
- Test coliform levels bi-monthly.
- Achieve 10 percent water savings from prior year usage.
- Regular testing of fire hydrants.

2007 PROGRAM GOALS:

General

- Track backflow prevention compliance for the annual Department of Health report using the City's cross-connection data program. **Annual goal met.**
- Continue the remaining phase of the automatic meter read program in the residential areas. **Completed.**
- Implement a program to test the accuracy of water meters 2-inches and larger into standard preventative maintenance procedures. **Ongoing.**

Performance

- Install new water meters within 48 hours of the hook-up request. **Goal met.**
- Respond to water quality concerns within 24 hours. **Goal met.**
- Test chlorine residual level bi-monthly. **Goal met.**
- Test coliform levels bi-monthly. **Goal met.**
- Reduce the percentage of water loss to under 10 percent as required by the State. **Goal met.**
- Regular testing of fire hydrants. **Goal met.**

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Water*
Account: *401/01-02*

Fund: *401-Water*

GENERAL ENGINEERING SERVICES - WATER

2008 PROGRAM GOALS:

- Complete construction of Interurban Ave S Waterline Project.

2007 PROGRAM GOALS:

- Complete construction of Allentown Phase II/Foster Point water, sewer, surface water and street improvements. **Completed.**
- Complete construction of the Southcenter Blvd. Water Main Replacement Project. **Completed.**
- Complete construction of Interurban Ave S Waterline Project. **Project delayed to 2008 because of increased construction costs on other water projects.**

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Sewer*
Account: *402/01-02*

Fund: *402-Sewer*

PROGRAM DESCRIPTION:

The mission of the Sewer Utility is to operate and maintain a sewer collection system that will ensure the health, safety, and welfare of the citizens and visitors of Tukwila. The Sewer Utility is responsible for the maintenance of approximately 35 miles of gravity sewer main and the operation and maintenance of ten lift stations and force mains. These lift stations pump approximately 60% of all sewage in the City (approximately 460 million gallons). The Sewer Utility maintains relationships with adjoining jurisdictions, cities, water districts, sewer districts, King County Metro, D.O.E., D.O.H. and King County Health Department.

PROGRAM OBJECT BUDGET:

PROGRAM OBJECT	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
<u>402/01 OPERATIONS & MAINTENANCE</u>				
10 Salaries & Wages	\$ 221,445	\$ 214,159	\$ 195,890	\$ 202,811
20 Personnel Benefits	71,678	67,551	81,108	88,836
30 Supplies	2,647,401	2,623,237	3,158,321	3,159,321
40 Other Services & Charges	160,376	166,798	147,670	210,796
50 Intergovt. Services & Taxes	45,033	49,186	40,000	40,000
60 Capital Outlays	12,288	3,392	5,000	5,000
00 Other	688,621	431,176	543,310	612,168
TOTAL	\$ 3,846,842	\$ 3,555,499	\$ 4,171,299	\$ 4,318,932
<u>402/02 CAPITAL OUTLAYS</u>				
10 Salaries & Wages	\$ 44,726	\$ 84,249	\$ 47,112	\$ 48,600
20 Personnel Benefits	12,658	25,614	17,370	19,084
30 Supplies	164	3,420	0	0
40 Other Services & Charges	139,080	273,009	483,000	218,000
60 Capital Outlays	76,783	3,782,853	1,680,000	850,000
00 Other	2,311,045	1,743,858	1,154,171	812,093
TOTAL 402/02	\$ 2,584,456	\$ 5,913,003	\$ 3,381,653	\$ 1,947,777
TOTAL SEWER UTILITY	\$ 6,431,298	\$ 9,468,502	\$ 7,552,952	\$ 6,266,709

BUDGET NARRATIVE:

402/01 OPERATIONS & MAINTENANCE

“Salaries & Wages” includes a Maintenance & Operations Superintendent (split with Surface Water); a Maintenance & Operations Foreman; a Senior Maintenance & Operations Specialist; and a Maintenance & Operations Specialist (split with Surface Water).

Department: *Public Works* **Program:** *Sewer*

Division: *Maint./Engineering*

Account: *402/01-02*

Fund: *402-Sewer*

BUDGET NARRATIVE *(Cont.)*

“Supplies” includes Metro charges (\$3,133,821); operating, office, and maintenance supplies (\$22,500); and small tools (\$3,000).

“Other Services & Charges” includes equipment rental (\$117,046); communication (\$2,500); insurance (\$20,000); utilities (\$20,000); professional services (\$1,600); repairs (\$15,000); grouting and sealing (\$3,000); pump station painting (\$17,500); telemetry repair (\$7,500); and miscellaneous (\$6,650).

“Taxes” are excise taxes paid to the State.

“Capital Outlays” reflects replacement equipment (\$5,000).

“Other” includes general government transfers (\$461,663); revenue bonds principal and interest (\$150,505).

402/02 CAPITAL PROJECTS *(per CIP)*

GIS Sewer System Inventory	\$ 28,000
97-SW05 .23 Gravity Sewer under I-405 to Tukwila Parkway	<u>\$ 1,040,000</u>

SUBTOTAL CAPITAL PROJECTS	\$ 1,068,000
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Engineering Salaries & Benefits.....	67,684 ¹
Estimated Ending Working Capital.....	568,391
Intergovernmental Loans/Interest	<u>243,702</u>

TOTAL 402/02	\$1,947,777
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TOTAL 402/01 <i>(from page 158)</i>	<u>4,318,932</u>
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TOTAL 402	<u>\$ 6,266,709</u>
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¹ “Salaries & Wages” includes one (1) Senior Engineer split between Water and Sewer.

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Sewer*
Account: *402/01-02*

Fund: *402-Sewer*

SEWER MAINTENANCE

2008 PROGRAM GOALS:

General

- Evaluate system-wide conditions for possible replacement and/or upgrade.
- Review results of video logs to identify areas of damage or infiltration/inflow.

Performance

- TV inspect 20,000 LF of pipe annually.
- Clean 183,000 LF of pipe annually.
- Clean and maintain 730 manholes annually.
- Weekly monitoring of 10 sewer lift stations for pump hours, start counts, and generator operation.

2007 PROGRAM GOALS:

General

- Evaluate system-wide conditions for possible replacement and/or upgrade. **Ongoing.**
- Review results of video logs to identify areas of damage or infiltration/inflow. **Ongoing.**

Performance

- TV inspect 20,000 LF of pipe annually. **Completed.**
- Clean 183,000 LF of pipe annually. **Completed.**
- Clean and maintain 730 manholes annually. **Completed.**
- Weekly monitoring of 10 sewer lift stations for pump hours, start counts, and generator operation. **Ongoing.**

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Sewer*
Account: *402/01-02*

Fund: *402-Sewer*

GENERAL ENGINEERING SERVICES - SEWER

2008 PROGRAM GOALS:

- Complete construction of the Gravity Sewer under I-405 Project.

2007 PROGRAM GOALS:

- Complete construction of Allentown Phase II/Foster Point water, sewer, surface water and street improvements. **Completed.**
- Complete construction of the Gravity Sewer under I-405 Project. **Delayed until 2008 because of budget constraints.**

Department: Water/Sewer Utility **Program:** Water/Sewer Rev. Bonds
Division: N/A **Account:** 404-582-380 **Fund:** 404-Water/Sewer Revenue Bonds
 404-592-380

PROGRAM DESCRIPTION:

This fund is used to pay Water/Sewer bond principal, interest and redemption payments to the Fiscal Agent. Revenues are received from the Water and Sewer funds based on their respective bond issue participation. The bond issues below are the remaining outstanding water/sewer debt obligations.

MATURITY DATES

1995	Water	\$ 4,500,000 issued	Matures 02/01/15
2006	Water/Sewer	\$ 3,180,000 issued	Matures 12/01/26

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
00 Other	\$ 683,148	\$ 697,012	\$ 389,923	\$ 605,682

BUDGET NARRATIVE:

PRINCIPAL:	
Water	\$ 346,800
SUBTOTAL	\$ 346,800

INTEREST:	
Water	<u>\$ 258,882</u>
SUBTOTAL	\$ 258,882

TOTAL PRINCIPAL & INTEREST \$ 605,682

Department: *Water/Sewer Utility*
Division: *N/A*

Program: *Bond Reserve*
Account: *N/A*

Fund: *405-Bond
Reserve*

PROGRAM DESCRIPTION:

This fund is required by various bond issues to provide adequate funding in case of default and to protect bondholders.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
00 Other	\$ 577,587	\$ 577,587	\$ 577,587	\$ 393,548

Department:	<i>Parks and Recreation</i>	Program:	<i>Foster Golf Course</i>	
Division:	<i>Golf Course Maint. & Pro Shop</i>	Account:	<i>411-576-680 411-576-681 411-582-760 411-592-760 411-594-760</i>	Fund: <i>411-Foster Golf Course</i>

PROGRAM DESCRIPTION:

The mission of the pro shop staff and grounds maintenance crew is to provide a quality golfing experience for our citizens and City visitors. The golf course is operated as an enterprise fund with revenues covering all maintenance, pro shop services, and capital construction costs.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
<u>MAINT. & PRO SHOP OPERATIONS</u>				
10 Salaries & Wages	\$ 622,226	\$ 727,203	\$ 707,356	\$ 725,838
20 Personnel Benefits	179,916	198,993	262,640	287,044
30 Supplies	163,025	200,785	211,387	227,902
40 Other Services & Charges	218,663	223,729	281,471	291,515
50 Intergovt. Services & Taxes	5,383	6,732	6,000	6,000
SUBTOTAL	\$ 1,189,213	\$ 1,357,442	\$ 1,468,854	\$ 1,538,299
<u>CAPITAL</u>				
30 Supplies	\$ 8,000	\$ 0	\$ 0	\$ 0
40 Other Services & Charges	0	0	0	0
60 Capital Outlays	128,605	37,656	35,000	\$ 50,000
SUBTOTAL	\$ 136,605	\$ 37,656	\$ 35,000	\$ 50,000
00 Other	788,665	1,204,523	955,452	1,313,085
TOTAL 411	\$ 2,114,483	\$ 2,599,621	\$ 2,459,306	\$ 2,901,384

BUDGET NARRATIVE:

MAINTENANCE & PRO SHOP OPERATIONS

“Salaries & Wages” includes a Maintenance & Operations Superintendent; two (2) Administrative Support Technicians; a Fleet Technician; a Golf Maintenance Supervisor; three (3) Maintenance Specialists; a Lead Maintenance Specialist; a ¾-time (.75) Director of Instruction; and 25% of the Parks & Recreation Director's salaries & wages. Extra labor has been provided to help operate the Pro Shop (\$40,000) and for golf course maintenance (\$90,000).

“Supplies” includes course maintenance (\$82,500); Pro Shop resale supplies (\$130,515); and other supplies (\$14,887).

“Other Services & Charges” includes professional services (\$7,000); equipment rental (\$101,465); utilities (\$63,500); printing (\$3,000); repairs and maintenance (\$20,500); communication (\$9,500); rentals (\$12,600); insurance (\$20,000); advertising (\$30,000); and miscellaneous (\$23,950).

“Intergovernmental Services & Taxes” reflects State excise tax (\$6,000).

Department: <i>Parks and Recreation</i>	Program: <i>Foster Golf Course</i>	
Division: <i>Golf Course Maint.</i>	Account: <i>411-576-680</i>	Fund: <i>411-Foster Golf</i>
	<i>411-576-681</i>	<i>Course</i>
	<i>411-582-760</i>	
	<i>411-592-760</i>	
	<i>411-594-760</i>	

BUDGET NARRATIVE: *(Cont.)*

CAPITAL OUTLAYS

Golf Course Improvements.....	<u>\$ 50,000</u>
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OTHER

Miscellaneous General Government.....	\$ 12,149
Principal and Interest on Bonds and Capital Lease	681,402 ⁽¹⁾
Estimated Ending Working Capital.....	<u>619,534</u>

TOTAL OTHER	<u>\$ 1,313,085</u>
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⁽¹⁾ Note: For the first five years of bonded debt service payments, the General Fund (Sales Tax allocation) will transfer funds to the Golf Fund. After five years, the Golf Fund will transfer funds to the General Fund for the following five years. This is being allocated to equalize the respective debt shares of the 2003 Bond issues.

The debt service schedule for the 2003 Bond Issue calls for the Golf Course private activity portion (restaurant) to be called first. The Arterial Street portion will start being called after five years. Utilizing the Sales Tax revenues transfer to the Golf Course will equalize the Debt Service payments over the 20-year period.

Department: *Parks & Recreation*
Division: *Golf Course Maint.
& Pro Shop*

Program: *Foster Golf Course*
Account: *411-576-680
411-576-681
411-594-760*

Fund: *411-Foster Golf Course*

2008 PROGRAM GOALS:

Maintenance

- Redesign and construct new partitions in the women's on-course restroom.
- Design and install new tee signs.
- Purchase and install new fairway yardage markers.
- Replace and fix surface water drainage pumps on 9th fairway.
- Expand first tee area.

Pro Shop

- New market approach and strategy for 2008 tournament play.
- Increase tournament revenues.
- See advertising sponsorship for new tee marker signs.
- Update 2008 promotional discount tee times.

2007 PROGRAM GOALS:

Maintenance

- Install herring bone style drainage in front of the 9th green. **Completed.**
- Install herring bone style drainage left side of 6th green. **Completed.**
- Install herring bone style drainage right side of 3rd green to drain to sump in fairway. **Completed.**
- Aerate the surrounds in Spring 2007 and Fall 2007. **Completed.**
- All capital projects to be designed and constructed by in-house golf maintenance staff.
Accomplished.

Pro Shop

- Promote facility by continuing to target junior weekend golf promotion. **Completed.**
- Create and share financing of Golf Course and Restaurant joint marketing program. **Completed.**

PROGRAM PERFORMANCE MEASURES:

	2006	2007	2008
	<u>ACTUAL</u>	<u>ESTIMATE</u>	<u>PROJECTION</u>
Golf course maintenance costs	\$811,703	\$828,503	\$883,857
Rounds of play	55,195	57,000	58,000
Maintenance costs per round of play	\$14.71	\$14.53	\$15.51
Greens fee revenue	\$1,050,000	\$1,250,000	\$1,300,000

NOTES

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Surface Water*
Account: *412/01-02*

Fund: *412-Surface Water*

PROGRAM DESCRIPTION:

This program provides for engineering studies, preliminary engineering, construction and maintenance of public surface water and drainage facilities to include control and monitoring of storm and surface water quantity and quality. The Green River Basin management agreement and the Green River levees are also included in this program. The costs of operating and maintaining the system are included with the Capital Projects necessary for system improvements.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
<u>412/01 OPERATIONS & MAINTENANCE</u>				
10 Salaries & Wages	\$ 347,477	\$ 381,242	\$ 408,272	\$ 472,340
20 Personnel Benefits	125,128	139,495	191,581	240,954
30 Supplies	31,674	45,554	29,600	37,100
40 Other Services & Charges	111,605	96,170	164,572	169,736
50 Intergovt. Services & Taxes	23,143	28,131	25,000	25,000
60 Capital Outlays	12,590	5,084	7,500	7,500
00 Other	292,561	297,684	309,338	347,462
TOTAL 412/01	\$ 944,178	\$ 993,360	\$ 1,135,863	\$ 1,300,092
<u>412/02 CAPITAL OUTLAYS</u>				
10 Salaries & Wages	\$ 209,875	\$ 217,517	\$ 96,284	\$ 99,310
20 Personnel Benefits	49,373	60,379	45,736	50,264
30 Supplies	5,962	4,075	0	0
40 Other Services & Charges	591,742	618,086	520,000	552,000
60 Capital Outlays	4,408,953	2,822,698	2,455,000	575,000
00 Other	3,744,819	3,481,240	865,938	2,459,287
TOTAL 412/02	\$ 9,010,724	\$ 7,203,995	\$ 3,982,958	\$ 3,735,861
TOTAL SURFACE WATER	\$ 9,954,902	\$ 8,197,355	\$ 5,118,821	\$ 5,035,953

BUDGET NARRATIVE:

412/01 OPERATIONS & MAINTENANCE

“Salaries & Wages” includes a Maintenance & Operations Superintendent (split with Sewer Fund); a Maintenance & Operations Foreman; five (5) Maintenance & Operations Specialists; a Maintenance & Operations Specialist (split with Sewer Fund); and a Maintenance & Operations Foreman split with Streets.

“Supplies” includes operating supplies (\$30,000); educational supplies (\$1,000); small tools (\$2,000); and miscellaneous supplies (\$4,100).

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Surface Water*
Account: *412/01-02*

Fund: *412-Surface Water*

BUDGET NARRATIVE *(Cont.)*

“Other Services & Charges” includes equipment rental (\$57,101); utility services (\$16,500); waste disposal (\$45,000); repairs (\$13,965); miscellaneous (\$11,100); professional services (\$3,570); rentals (\$2,500); and insurance (\$20,000).

“Taxes” are State Utility B&O taxes.

“Capital Outlays” reflects replacement equipment.

“Other” represents the general government contribution to the General Fund.

412-02 CAPITAL PROJECTS (per CIP)

Various	.09	Annual Neighborhood Drainage Projects (Eng. & Const.).	400,000
93-DR10	.22	Surface Water GIS Inventory.....	225,000
06-DR03	.30	Private Storm System Adoption & Rehab. Program	442,000
07-DR03	.36	Storm Lift Station #18	<u>60,000</u>

SUBTOTAL CAPITAL PROJECTS	\$ 1,127,000
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Engineering Salaries & Benefits.....	149,574 ¹
Debt Service PWTF Loans.....	420,838
Estimated Ending Working Capital.....	<u>2,038,449</u>

TOTAL 412/02	\$ 3,735,861
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TOTAL 412/01 (from page 176)	<u>1,300,092</u>
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TOTAL 412	<u>\$ 5,035,953</u>
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(1) “Salaries & Wages” includes one (1) Senior Engineer.

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Surface Water*
Account: *412/01-02*

Fund: *412-Surface Water*

SURFACE WATER MAINTENANCE

2008 PROGRAM GOALS:

General

- Participate in development of a multi-year small drainage project list.
- Provide field support to Engineering for GIS inventory.
- Investigate through usage of TV, GIS and flushing tasks to find unmapped systems.

Performance

- TV inspect 15,000 LF of pipe.
- Maintain/clean 3,500 LF of ditches and four large water quality ponds.
- Clean 1,400 catch basins, manholes and stormceptors.
- Maintain/clean 15,000 LF of storm lines.
- Conduct weekly monitoring of five storm lift stations for pump hours, start counts, and generator operation.

2007 PROGRAM GOALS:

General

- Participate in development of a multi-year small drainage project list. **Completed.**
- Provide field support to Engineering for GIS inventory. **Completed.**
- Investigate through usage of TV, GIS and flushing tasks to find unmapped systems. **Completed.**

Performance

- TV inspect 15,000 LF of pipe. **Completed.**
- Maintain/clean 3,500 LF of ditches and four large water quality ponds. **Completed.**
- Clean 1,400 catch basins, manholes and stormceptors. **Completed.**
- Maintain/clean 15,000 LF of storm lines. **Completed.**
- Conduct weekly monitoring of five storm lift stations for pump hours, start counts, and generator operation. **Ongoing.**

Department: *Public Works*
Division: *Maint./Engineering*

Program: *Surface Water*
Account: *412/01-02*

Fund: *412-Surface Water*

GENERAL ENGINEERING SERVICES - SURFACE WATER

2008 PROGRAM GOALS:

- Complete small drainage projects identified on the approved FY2008 list.
- Continue adoption and repair of the private storm systems that have been identified.
- Continue development of the GIS as-builts of city infrastructure that complies with NPDES.

2007 PROGRAM GOALS:

- Complete small drainage projects identified on the approved FY2007 list. **Completed.**
- Obtain funding for acquisition of Duwamish Gardens. **Goal met (project moved to Parks, 301 Fund).**
- Begin adoption and repair of the private storm systems that have been identified. **Three projects completed as part of the Small Drainage Project construction contract.**
- Continue development of the GIS as-builts of city infrastructure that complies with NPDES Phase II. **Completed.**

NOTES

Department: *Public Works*
Division: *Maintenance Admin.*

Program: *Equipment Rental*
Account: *01-548-650*
02-594-480

Fund: *501-Equipment Rental*

PROGRAM DESCRIPTION:

The mission of this unit is to provide a fleet of vehicles and equipment with an operation maintenance and replacement program and to supply the City with adequate, safe, economical and on-demand operational cars, trucks and specialty equipment. Services are provided through in-house labor and contracted services. The current fleet consists of approximately 195 vehicles and 138 other pieces of equipment.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
<u>01 OPERATIONS & MAINTENANCE</u>				
10 Salaries & Wages	\$ 217,259	\$ 256,353	\$ 304,854	\$ 309,669
20 Personnel Benefits	63,411	92,638	102,628	111,657
30 Supplies	435,129	530,836	464,500	464,500
40 Other Services & Charges	146,768	153,852	170,980	175,718
50 Intergovt. Services & Taxes	1	0	0	0
60 Capital Outlays	728	7,284	15,000	15,000
00 Other	151,992	158,160	164,403	184,665
SUBTOTAL 01	\$ 1,015,288	\$ 1,199,123	\$ 1,222,365	\$ 1,261,209
<u>02 CAPITAL REPLACEMENTS</u>				
60 Capital Outlays	\$ 586,262	\$ 890,431	\$ 1,023,601	\$ 1,400,800
00 Est. Ending Working Capital	3,324,851	3,354,005	2,905,155	2,641,620
SUBTOTAL 02	\$ 3,911,113	\$ 4,244,436	\$ 3,928,756	\$ 4,042,420
TOTAL 501	\$ 4,926,401	\$ 5,443,559	\$ 5,151,121	\$ 5,303,629

BUDGET NARRATIVE:

“Salaries & Wages” includes a Maintenance & Operations Superintendent, and four (4) Fleet Technicians.

“Supplies” includes fuel (\$260,000); repairs (\$125,000); fleet replacement parts and supplies (\$25,000); inventory (\$50,000); small tools (\$2,500); and office supplies (\$2,000).

“Other Services & Charges” includes equipment rental contributions (\$21,887); insurance (\$14,000); repairs (\$130,781); and miscellaneous (\$9,050).

“Capital Outlays” 01 program group reflects office furniture and small equipment replacements.

“Capital Outlays” 02 program group reflects vehicle replacements. *See page 184.*

“Other” represents general government contribution.

Department: *Public Works*
Division: *Maintenance Admin.*

Program: *Equipment Rental*
Account: *01-548-650*
02-594-480

Fund: *501-Equipment
Rental*

2008 PROGRAM GOALS:

General

- Use monthly maintenance management tracking reports to recommend a 10 percent reduction in fleet maintenance costs.

Performance

- Complete 85 percent of the 2008 budget capital equipment purchases by June 30th.
- Return 100 percent of vehicles for preventive maintenance and checkup within the 30-day timeframe.
- Keep 90 percent of safety vehicles (Police and Fire) available for use.

2007 PROGRAM GOALS:

General

- Use monthly maintenance management tracking reports to recommend a 10 percent reduction in fleet maintenance costs. **Ongoing.**

Performance

- Complete 85 percent of the 2007 budget capital equipment purchases by June 30th. **Goal met.**
- Return 100 percent of vehicles for preventive maintenance and checkup within the 30-day timeframe. **Goal met.**
- Keep 90 percent of safety vehicles (Police and Fire) available for use. **Police goal met. Fire goal improving.**

NOTES

NEW & REPLACEMENT PURCHASES IN 2008

DESCRIPTION	UNIT #	EST. COST	NEW REPLACE DATE	REPLACEMENT UNIT
PLANNED REPLACEMENTS:				
<u>POLICE:</u>				
1 Patrol Car	1136	\$ 46,000	2011	Patrol Car
2 Patrol Car	1117	46,000	2011	Patrol Car
3 Patrol Car	1103	46,000	2011	Patrol Car
4 Cargo Van (DARE)	1209	28,000	2015	Cargo Van, DARE
5 Admin Sedan	1195	44,000	2015	ER Admin Sedan
6 Admin Sedan (Crime Prev.)	1196	44,000	2015	ER Admin Sedan
<u>GOLF:</u>				
7 ¾-Ton Dump Club Cab	1294	32,000	2015	¾-Ton Dump Truck
8 Aerator, Greens	1645	20,500	2018	Aerator, Greens
9 Aerator, Fairway	1668	26,600	2018	Aerator, Fairway
<u>STREET:</u>				
10 Air Compressor	1470	15,100	2018	Air Compressor
11 Pickup, Quad Cab	1258	31,100	2015	Pickup, Quad Cab
12 Dump Truck	1382	160,000	2015	Dump Truck
13 Sander	1419	15,000	2015	Sander
14 Snow Plow	1415	7,000	2015	Snow Plow
<u>ADMINISTRATION:</u>				
15 Cargo Van, IT	1219	24,000	2015	Van, all purpose
<u>FACILITIES:</u>				
16 E-150 Van	1236	28,000	2015	¾-Ton Van
<u>SEWER/STORM:</u>				
17 Vactor	1309	385,000	2015	Vactor
18 Trailer-mount 100 KW Generator	1865	63,000	2028	Trailer-mount 100 KW Generator
19 1-Ton Dump	1220	42,000	2015	1-Ton Dump
<u>PARKS:</u>				
20 Kubota Loader	1672	38,000	2018	Loader
<u>RECREATION:</u>				
21 15-Passenger Bus	1202	55,000	2018	Replacement under review
<u>PUBLIC WORKS ADMIN:</u>				
22 ¼-Ton Pickup	1225	27,000	2015	½-Ton Ext Cab Pickup
23 ¼-Ton Pickup	1227	27,000	2015	½-Ton Ext Cab Pickup
<u>PLANNING:</u>				
24 Admin Sedan	1133	17,000	2015	Escape
25 ¼-Ton Pickup	1237	17,000	2015	Escape
<u>RESERVE FUND:</u>				
26 To be determined	TBD	46,500	TBD	Spending deferred

BUDGETED CARRYOVERS

27 Facilities Cargo Van	1247	\$ 40,000	
28 Parks 1-Ton Dump	xxxx	30,000	
TOTAL BUDGETED CARRYOVERS		<u>\$ 70,000</u>	

GRAND TOTAL **\$1,400,800**

Department: *General Admin.*
Division: *Finance*

Program: *Self-Insured Medical*
Account: *517-370*
517-900

Fund: *502-Insurance*

PROGRAM DESCRIPTION:

This fund accounts for the City's self-insured medical plan. This fund receives contributions on behalf of the employees through their respective organization units. Medical claims, program administrative fees and a Wellness Program are expensed in this fund.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
20 Personnel Benefits	\$ 3,733,743	\$ 3,657,124	\$ 4,297,393	\$ 4,727,132
40 Other Services & Charges	38,570	35,705	43,000	43,000
00 Other	0	231,844	778,419	1,310,905
TOTAL	\$ 3,772,313	\$ 3,924,673	\$ 5,118,812	\$ 6,081,037

BUDGET NARRATIVE:

"Personnel Benefits" reflects medical and dental payments.

"Other Services & Charges" includes (\$23,000) for administrative costs of the program including plan administrator and claims processing services; an estimated allocation for the City's Wellness Program (\$18,000); and miscellaneous of (\$2,000).

"Other" is Estimated Ending Working Capital. This balance is reserved for unusual insurance losses.

Department: *General Admin.*
Division: *Finance*

Program: *Self-Insured Medical*
Account: *517-370*

Fund: *503-Insurance
LEOFF I*

PROGRAM DESCRIPTION:

This fund accounts for the City's self-insured medical plan for Law Enforcement Officers and Fire Fighters (LEOFF I) retirees. This fund receives contributions on behalf of retired LEOFF I employees through their respective organization units. Medical claims and program administrative fees are expensed in this fund.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
20 Personnel Benefits	\$ 391,160	\$ 498,966	\$ 679,906	\$ 587,700
40 Other Services & Charges	4,868	3,516	3,000	3,000
00 Other	617,245	608,314	527,980	579,031
TOTAL	\$ 1,013,273	\$ 1,110,796	\$ 1,210,886	\$ 1,169,731

BUDGET NARRATIVE:

"Personnel Benefits" reflects medical and dental payments for LEOFF I retirees.

"Other Services & Charges" reflects administrative costs of the program including plan administrator and claims processing services.

"Other" is Estimated Ending Working Capital. This balance is reserved for unusual insurance losses and for long-term funding of LEOFF I coverage liabilities.

Department: N/A
Division: N/A

Program: Firemen's Pension
Account: 611-522-200

Fund: 611-Firemen's Pension

PROGRAM DESCRIPTION:

This fund essentially exists to support thirteen (13) firefighters who qualify for a City pension system prior to 1971.

PROGRAM OBJECT BUDGET:

<u>PROGRAM OBJECT</u>	2005 ACTUAL	2006 ACTUAL	2007 BUDGET	2008 BUDGET
20 Personnel Benefits	\$ 44,096	\$ 42,320	\$ 40,000	\$ 45,000
40 Other Services & Charges	11,250	2,114	15,000	15,000
00 Estimated Ending Fund Balance	1,277,004	1,336,250	1,355,004	1,416,250
TOTAL	\$ 1,332,350	\$ 1,380,684	\$ 1,410,004	\$ 1,476,250

BUDGET NARRATIVE:

“Personnel Benefits” reflects excess retirement benefit estimates for retired firefighters. Medical benefits up to \$25,000 will be funded subject to the annual update results.

“Other Services & Charges” reflects cost of the annual actuarial valuation study and update.

The fund balance is restricted for future excess retirement benefits.

MACHINERY & EQUIPMENT

CAPITAL ITEMS SUMMARY

<u>PAGE</u>	<u>DEPARTMENT / ITEM</u>	<u>AMOUNT</u>
	<u>Mayor's Office</u>	
32	Replacement Office Equipment	\$ 5,000
45	Filing Cabinet System – Municipal Court	8,000
	<u>Arts Commission</u>	
40	Holiday Banners	\$ 3,000
40	Art Purchases	35,000
	<u>Administrative Services</u>	
52	Computer Replacements	\$ 53,000
	<u>Finance</u>	
56	Replacement Equipment	\$ 5,000
	<u>Recreation & Parks</u>	
64	New Equipment – Office and Fitness	\$ 15,000
64	Replacement Equipment – Community Center.....	35,000
68	Replacement Equipment - Pool	5,000
70	Trail and Parking Lot Striping Equipment	10,000
70	Hanging Flower Baskets - Parks	2,500
	<u>DCD</u>	
76	Replacement Office Equipment	\$ 12,000
	<u>Police</u>	
88	Replacement Equipment - Patrol	\$ 41,925
90	Replacement Equipment - Records	8,700
92	Replacement Equipment - Investigations	3,800
94	Replacement Equipment	85,000
94	Grant Project Match.....	2,000
94	Neighborhood Resource Center Replacement Equipment	20,000

(continued...)

<u>PAGE</u>	<u>DEPARTMENT / ITEM</u>	<u>AMOUNT</u>
	<u>Fire</u>	
102	Replacement Office Furniture.....	\$ 12,411
104	Bunker Gear Replacements	28,000
104	MDC's and VRM's	12,000
104	Rehab Tent.....	9,000
104	Washer/Extractor.....	18,000
104	Dryer	6,200
104	Defibrillator Units (2)	32,000
104	Thermal Camera	10,000
104	Ham Radio System	45,000
104	Self Contained Breathing Apparatus (SCBA) Service	12,000
108	Projector Equipment.....	1,000
108	Laptop Computer.....	2,000
	<u>Public Works</u>	
122	Emergency Operations Center (EOC) Replacement Radios.....	\$ 65,000
128	Replacement Equipment - Engineering	10,000
134	Replacement Equipment - Street	5,000
155	Water – Auto Meter Reader Equipment	67,400
159	Sewer – Replacement Equipment	5,000
169	Surface Water – Replacement Equipment	7,500
173	Equipment Rental – Miscellaneous Equipment	15,000
175	Equipment Rental - Vehicle Replacements	1,330,800
	<u>Administration</u>	
136	Emergency Generators	\$ 975,000
	<u>Hotel/Motel</u>	
137	Replacement Equipment	\$ 10,000

2007-2008 HUMAN SERVICES BUDGET DETAIL

SUPPORT FOR SELF SUFFICIENCY

	AGENCY	PROGRAM	2006 BUDGET	2007 BUDGET	2008 BUDGET
1.	Senior Services of Seattle/King County	Meals on Wheels	\$ 7,000	\$ 5,600	\$ 5,600
2.	Senior Services of Seattle/King County	Volunteer Transportation	1,692	1,764	1,764
3.	To be identified	ESL/Adult Literacy	21,950	21,500	21,500
4.	Refugee Women's Alliance ReWA	Family Support Services	7,000	10,000	10,000
5.	Diocese of Olympia	Jump Start Micro Loan	0	9,000	9,000
6.	Highline Com. College	Volunteer Literacy	0	1,000	1,000
7.	Somali Community SC	Family Support Services	0	8,000	8,000
		Subtotal	\$ 37,642	\$ 56,864	\$ 56,864

INFORMATION AND REFERRAL

	Senior Services of Seattle/King County	Senior Outreach	\$ 12,500	\$ 0	\$ 0
8.	Childcare Resources	Information and Referral	5,000	5,000	5,000
9.	Crisis Clinic	Teen Link	1,000	1,000	1,000
10.	Crisis Clinic	Telephone Services	2,000	1,302	1,302
11.	Crisis Clinic 2-1-1	Community Information	0	1,500	1,500
12.	DAWN Crisis Line	24 Hour Hotline	0	2,000	2,000
		Subtotal	\$ 20,500	\$ 10,802	\$ 10,802

POSITIVE AND HEALTHY FAMILY RELATIONSHIPS

13.	Renton Area Youth Services RAYS	Tukwila Family Support Services	\$ 50,120	\$ 50,120	\$ 50,120
14.	Ruth Dykeman	School-Based Alcohol & Other Drug Services	33,160	33,160	33,160
15.	Institute for Family Development	Parents & Children Together PACT	20,700	21,600	21,600
16.	South Seattle Community College	A.P.P.L.E.	15,000	15,500	15,500
17.	South Seattle Community College	Baby & Me	5,500	5,500	5,500
18.	King County Sexual Assault Resource Ctr.	Comprehensive Sexual Assault Services	14,000	14,000	14,000
19.	RAYs	PATHS	0	2,500	2,500
20.	RAYs	Latina Life Skills	0	8,000	8,000
		Subtotal	\$ 138,480	\$ 150,380	\$ 150,380

2007-2008 HUMAN SERVICES BUDGET DETAIL (contd.)

SAFETY NET FOR URGENT AND BASIC NEEDS

	AGENCY	PROGRAM	2006 BUDGET	2007 BUDGET	2008 BUDGET
21.	Children's Therapy Center	Therapy Assistance	\$ 4,224	\$ 5,000	\$ 5,000
22.	DAWN	Shelter	7,000	7,000	7,000
23.	Multi-Service Center	Emergency Shelter	3,000	3,800	3,800
24.	Catholic Community Services	Emergency Assistance	7,000	9,154	9,154
25.	Way Back Inn	Way Back Inn	6,000	6,000	6,000
26.	Highline Community Hospital	Youth Health Center	7,500	7,500	7,500
	Highline Community Hospital**	Midwifery	7,500	0	0
27.	Tukwila Pantry	Food Bank	8,154	10,000	10,000
	St. Vincent de Paul**	Food Bank	4,000	0	0
	YWCA**	Homeless Prevention	20,000	0	0
28.	YWCA	Domestic Violence Advocate	25,000	20,000	20,000
29.	Hospitality House	Women's Shelter	3,000	3,000	3,000
30.	Pregnancy Aid	Clothing Bank for Infants	2,000	2,000	2,000
31.	Community Health Center	Primary Medical Care	2,000	3,000	3,000
32.	Community Health Center	Dental Care	2,000	2,500	2,500
33.	Catholic Comm. Services	Rental Assistance	0	20,000	20,000
		Subtotal	\$ 108,378	\$ 98,954	\$ 98,954
	Reinvesting in Youth		2,500	0	0
		TOTAL	\$307,500	\$317,000	\$317,000

** Did not apply for 2007-2008 funding cycle. **BOLD** = New program

Total recommended (2007-2008)..... \$317,000
 Contingency 15,800
Total..... \$332,800

Note: All budgeted amounts for Human Services programs are for a duration of two years. See also pages 36-37.

City of Tukwila 2008 Annual Salary Ranges

Elected Officials

COUNCIL MEMBER	e01	12,600
MAYOR	e02	89,664

Non-Represented

<u>Position Title</u>	<u>Grade</u>	<u>Entry</u>	<u>Control Point</u>	<u>Actual</u> ¹
CITY ADMINISTRATOR	n-f102	108,852	141,552	
PUBLIC WORKS DIRECTOR	n-e91	98,700	128,364	
FIRE CHIEF	n-e91	98,700	128,364	
POLICE CHIEF	n-e91	98,700	128,364	
ADMIN SERVICES DIRECTOR	n-e83	95,376	124,032	126,660
FINANCE DIRECTOR	n-e83	95,376	124,032	
PARKS AND RECREATION DIRECTOR	n-e83	95,376	124,032	
DCD DIRECTOR	n-e83	95,376	124,032	
ECONOMIC DEVELOPMENT ADMINISTRATOR	n-e81	89,376	116,988	
SOUND TRANSIT PROJECT MANAGER	n-d72	88,440	112,620	
ASSISTANT FIRE CHIEF	n-d72	88,440	112,620	
ASSISTANT POLICE CHIEF	n-d72	88,440	112,620	
CITY ENGINEER	n-d72	88,440	112,620	
DEPUTY PARKS & REC DIRECTOR	n-d63	82,380	102,972	
DEPUTY DCD DIRECTOR	n-d63	82,380	102,972	
DEPUTY PUBLIC WORKS DIRECTOR	n-d63	82,380	102,972	
MAINTENANCE OPERATIONS MANAGER	n-d62	79,596	99,456	109,344
POLICE COMMANDER	n-d62	79,596	99,456	
BUILDING OFFICIAL	n-d61	78,036	97,560	
SENIOR ENGINEER	n-d61	78,036	97,560	
INFORMATION TECHNOLOGY MANAGER	n-d61	78,036	97,560	
EMERGENCY MANAGEMENT COORDINTOR	n-c43	70,548	84,684	
CITY CLERK	n-c42	66,180	79,464	81,966
COURT ADMINISTRATOR	n-c42	66,180	79,464	
PUBLIC WORKS ANALYST	n-c42	66,180	79,464	
PERSONNEL ANALYST	n-c42	66,180	79,464	
POLICE RECORDS MANAGER	n-c42	66,180	79,464	
LEGISLATIVE ANALYST	n-c42	66,180	79,464	
SYSTEMS ADMINISTRATOR	n-c41	62,004	74,436	
EXECUTIVE SECRETARY	n-b23	53,256	61,272	62,064
DEPUTY CITY CLERK	n-b23	53,256	61,272	
ADMINISTRATIVE SECRETARY I	n-b23	53,256	61,272	
ADMINISTRATIVE SECRETARY	n-b22	50,412	58,008	
CIVIL SERVICE EXAMINER	n-b22	50,412	58,008	
PERSONNEL TECHNICIAN	n-b21	47,568	54,744	
ADMIN SUPPORT TECH (NON-REP)	n-a12	42,792	48,192	

¹ The non-represented salary matrix was modified to eliminate steps to the right of the "control point", employees outside of the control point are listed here as actual salaries.

<u>Teamsters</u>					
<u>Position Title</u>	<u>Grade</u>	<u>Step 1</u>	<u>Step 5</u>	<u>Actual</u>	²
ADMIN SUPPORT ASSISTANT	t-a11	35,460	43,104		
ADMIN SUPPORT TECHNICIAN	t-a12	37,944	46,128		
ADMIN SUPPORT SPECIALIST	t-a13	40,608	49,344		
ADMIN SUPPORT COORDINATOR	t-b21	43,428	52,776	53,424	
BAILIFF	t-b21	43,428	52,776		
PROBATION OFFICER	t-c41	60,924	74,028		
POLICE MANAGEMENT ASST	t-b25	56,916	69,216		
BUSINESS COMMUNITY LIAISON	t-b22	46,452	56,484		
MARKETING COMMUNICATIONS COORD	t-b22	46,452	56,484		
PROGRAM MANAGER	t-c43	69,744	84,780		
INFO TECHNOLOGY SPECIALIST	t-b21-22	43,428	56,484		
DATABASE ADMINISTRATOR	t-b22	46,452	56,484		
FISCAL SUPPORT TECHNICIAN	t-a12	37,944	46,128		
FISCAL SPECIALIST	t-b21	43,428	52,776		
FISCAL COORDINATOR	t-c42	65,172	79,224		
SENIOR FISCAL COORDINATOR	t-c43	69,744	84,780		
SAFETY RISK MANAGEMENT ANALYST	t-c42	65,172	79,224		
RECREATION PROG ASSISTANT	t-a11	35,460	43,104		
AQUATICS PROG ASSISTANT	t-a11	35,460	43,104		
RECREATION PROG SPECIALIST	t-b21	43,428	52,776		
AQUATICS PROG SPECIALIST	t-b21	43,428	52,776		
RECREATION PROG COORDINATOR	t-b24	53,208	64,668		
AQUATICS PROG COORDINATOR	t-b25	56,916	62,216		
RECREATION SUPERINTENDENT	t-c42	65,172	79,224		
SPECIAL PROGRAMS COORD/VOLUNTEER	t-c42	65,172	79,224		
DIRECTOR OF INSTRUCTION – GOLF	t-b24	53,208	64,668		
ASSISTANT PLANNER	t-c41	60,924	74,028		
SENIOR PLANNER	t-c42	65,172	79,224		
PLANNING SUPERVISOR	t-c51	74,628	90,732		
GRAPHICS SPECIALIST	t-b21	43,428	52,776	56,064	
URBAN ENVIRONMENTALIST	t-c42	65,172	79,224		
CODE ENFORCEMENT OFFICER	t-b22	46,452	56,484		
PERMIT COORDINATOR	t-c41	60,924	74,028		

² A reclassification of Teamsters' positions was implemented in 2002, some employees were "red-circled" outside of the salary matrix.

Teamsters (continued)

<u>Position Title</u>	<u>Grade</u>	<u>Step 1</u>	<u>Step 5</u>	<u>Actual</u>
PLANS EXAMINER	t-b22	46,452	56,484	
SENIOR PLANS EXAMINER	t-b24	53,208	64,668	
INSPECTOR	t-b22-24	46,452	64,668	
PROJECT INSPECTOR	t-b23-24	49,716	64,668	
SENIOR ELECTRICAL INSPECTOR	t-b25	56,916	62,216	
FIRE PROJECT COORDINATOR	t-c41	60,924	74,028	
PROJECT MANAGER	t-c43	69,744	84,780	
ENGINEERING TECHNICIAN	t-b22	46,452	56,484	
ENGINEER	t-c42	65,172	79,224	
FACILITIES CUSTODIAN	t-a12	37,944	46,128	
LEAD FACILITIES CUSTODIAN	t-b23	49,716	60,444	
FACILITIES OPS TECHNICIAN	t-b22	46,452	56,484	
MAINTENANCE TECHNICIAN	t-a13	40,608	49,344	
MAINTENANCE SPECIALIST	t-b21	43,428	52,776	
LEAD MAINT SPECIALIST	t-b23	49,716	60,444	
GOLF MAINTENANCE SUPERVISOR	t-b31	53,208	64,668	
MAINTENANCE WORKER	t-a11	35,460	43,104	
MAINT & OPS SPECIALIST	t-b22	46,452	56,484	
SR MAINT & OPS SPECIALIST	t-b23	49,716	60,444	
MAINT & OPS FOREMAN	t-b24	53,208	64,668	
TRAFFIC OPERATIONS COORDINATOR	t-c41	60,924	74,028	
MAINT & OPS SUPERINTENDENT	t-c42	65,172	79,224	
FLEET TECHNICIAN	t-b22	46,452	56,484	

Police Non-Commissioned USWA

<u>Position Title</u>		<u>Probationary</u>	<u>High</u>
POLICE RECORDS CLERK	Pn-rc	38,508	46,476
POLICE LEAD RECORDS CLERK	Pn-lrc	42,852	52,584
SERVICE TRANSPORT OFFICER	Pn-sto	44,760	53,160
EVIDENCE TECHNICIAN	Pn-et	44,760	53,784
DOMESTIC VIOLENCE ADVOCATE	Pn-dva	45,180	54,924
POLICE INFORMATION ANALYST	Pn-pia	50,724	61,200
COMMUNITY POLICING COORD	pcc	57,408	66,432

Fire IAFF

		<u>Probationary</u>	<u>High</u>
FIREFIGHTER	Ff	56,268	70,332
FIRE CAPTAIN ³	Flt	80,880	80,880
FIRE BATTALION CHIEF	Fbc	91,428	91,428

Police Guild ⁴

		<u>Entry</u>	<u>High</u>
POLICE OFFICER	Ppo	54,840	66,840
MASTER POLICE OFFICER	Ppo	68,520	71,988
POLICE SERGEANT	Psg	73,788	76,644
MASTER POLICE SERGEANT	Psg	78,576	80,532

³ From the IAFF Labor Agreement, "The position of Lieutenant shall be changed to Captain, which shall be a change in name/title only. This change does not change the obligations, duties, or responsibilities of the position."

Note: Battalion Chiefs were formerly Captains and had a title change 1/1/05.

⁴ Police Guild currently in negotiations, salaries reflect 2007.

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
COUNCIL	000.01.511.600			\$ 156,768
Reclassified in 2007	Legislative Analyst	N-C42	1.00	
	Council Members	Res #	7.00	
			<u>8.00</u>	<u>\$ 156,768</u>
COUNCIL TOTAL FTE			8.00	
COUNCIL TOTAL SALARIES				\$ 156,768
MAYOR'S OFFICE	000.03.513.100			\$ 439,668
ADMINISTRATION	Mayor	Res #	1.00	
	City Administrator	N-F102	1.00	
	Econ. Develop. Administrator	N-E81	1.00	
	Executive Secretary	N-B23	1.00	
	Administrative Secretary	N-B22	0.50	
	Extra Labor (12)			\$ 22,000
			<u>4.50</u>	<u>\$ 461,668</u>
MAYOR'S OFFICE	000.03.557.201			\$ 134,124
HUMAN SERVICES	Admin Support Specialist	T-A13	1.00	
	Program Manager	T-C43	1.00	
	Extra Labor (12)			\$ 500
	Overtime (13)			\$ 530
			<u>2.00</u>	<u>\$ 135,154</u>
MAYOR'S OFFICE	000.04.514.300			\$ 363,880
CITY CLERK	City Clerk	N-C42	1.00	
	Deputy City Clerk	N-B23	1.00	
	Admin Support Coordinator	T-B21	3.00	
Added 1 FTE in 2008	Admin Support Technician	T-A12	1.63	
			<u>6.63</u>	<u>\$ 363,880</u>
MAYOR'S OFFICE	000.04.516.202			\$ 28,896
CIVIL SERVICE	Civil Service Examiner	N-B22	0.50	
			<u>0.50</u>	<u>\$ 28,896</u>

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
MAYOR'S OFFICE	000.04.518.880			\$ 372,336
INFO TECHNOLOGY	Information Technology Manager	N-D61	1.00	
	Systems Administrator	N-C41	1.00	
	Information Technology Specialist	T-B21/B22	2.00	
	Admin Support Coordinator	T-B21	1.00	
	Database Administrator	T-B22	1.00	
	Extra Labor (12)			\$ 2,500
			<u>6.00</u>	<u>\$ 374,836</u>
 MAYOR'S OFFICE	 101.00.557.300			 \$ 236,152
HOTEL/MOTEL TAX	Program Manager	T-C43	1.00	
	Business Community Liaison	T-B22	1.00	
	Marketing & Communications Coord	T-B22	1.00	
	Admin Support Specialist	T-A13	1.00	
	Extra Labor (12)			\$ 24,000
	Overtime (13)			\$ 5,305
			<u>4.00</u>	<u>\$ 265,457</u>
MAYOR'S OFFICE TOTAL FTE			23.63	
MAYOR'S OFFICE TOTAL SALARIES				\$ 1,629,891

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
MUNICIPAL COURT	000.09.512.500			\$ 358,084
ADMIN/JUDICIAL		Judge	\$67/HR 0.56	
		Court Administrator	N-C42 0.75	
		Admin Support Coordinator	T-B21 1.00	
		Bailiff	T-B21 1.00	
		Admin Support Technician	T-A12 3.00	
		Overtime (13)		\$ 3,713
			<u>6.31</u>	<u>\$ 361,797</u>
MUNICIPAL COURT	000.09.523.300			\$ 186,060
PROBATION SERVICES		Judge	\$60/HR 0.19	
		Court Administrator	N-C42 0.25	
		Probation Officer	T-C41 1.00	
		Admin Support Technician	T-A12 1.00	
		Jail Alternative Specialist	T-A13 0.50	
		Extra Labor (12)		\$ 4,500
		Overtime (13)		\$ 1,591
			<u>2.94</u>	<u>\$ 192,151</u>
COURT TOTAL FTE			9.25	
COURT TOTAL SALARIES				\$ 553,948

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
ADMIN SERVICES	000.04.516.200			\$ 318,672
HUMAN RESOURCES	Admin Services Director	N-E83	1.00	
	Personnel Analyst	N-C42	1.00	
	Personnel Assistant	N-C41	1.00	
	Personnel Technician	N-B21	1.00	
	Extra Labor (12)			\$ 3,500
			<u>4.00</u>	<u>\$ 322,172</u>
ADMIN SERVICES TOTAL FTE			4.00	
ADMIN SERVICES TOTAL SALARIES				\$ 322,172
FINANCE	000.05.514.230			\$ 936,756
	Finance Director	N-E83	1.00	
	Accounting Manager		1.00	
	Senior Fiscal Coordinator	T-C43	1.00	
	Fiscal Coordinator	T-C42	3.00	
	Risk Management Analyst		1.00	
	Fiscal Specialist	T-B21	5.00	
	Fiscal Support Technician	T-A12	2.00	
	Extra Labor (12)			\$ 8,000
	Overtime (13)			\$ 1,061
			<u>14.00</u>	<u>\$ 945,817</u>
FINANCE TOTAL FTE			14.00	
FINANCE TOTAL SALARIES				\$ 945,817
CITY ATTORNEY	000.06.515.200			
	Extra Labor (12)			\$ 2,500
				<u>\$ 2,500</u>

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
PARKS & RECREATION	000.07.574.100			\$ 246,984
ADMINISTRATION	Parks & Recreation Director	N-E83	.75	
	Deputy Parks & Rec Director	N-D63	1.00	
Reclassified in 2007	Administrative Secretary 1	N-B23	1.00	
	Extra Labor (12)			-
	Overtime (13)			-
			<u>2.75</u>	<u>\$ 246,984</u>
PARKS & RECREATION	000.07.574.200			\$ 804,788
RECREATION SERVICES	Recreation Superintendent	T-C42	1.00	
	Recreation Prog Coordinator	T-B31/B24	4.00	
	Recreation Prog Specialist	T-B21	4.00	
	Admin Support Coordinator	T-B21	1.00	
	Fiscal Specialist	T-B21	1.00	
	Recreation Prog Assistant	T-A11	1.25	
	Admin Support Assistant	T-A11	3.00	
	Extra Labor (12)			\$ 331,844
	Overtime (13)			\$ 4,100
			<u>15.25</u>	<u>\$ 1,140,732</u>
PARKS & RECREATION	000.07.574.201			
CASEY SCHOOLS	Extra Labor (12)			\$ 50,022
				<u>\$ 50,022</u>
PARKS & RECREATION	000.07.574.204			\$ 91,740
VOLUNTEERS & EVENTS	Special Events/Volunteer Coordinator	T-C42	0.75	
	Recreation Prog Coordinator	T-B31/B24	0.50	
	Extra Labor (12)			\$ 14,621
	Overtime (13)			\$ 1,000
			<u>1.25</u>	<u>\$ 107,361</u>
PARKS & RECREATION	000.07.576.200			\$ 206,900
AQUATICS	Aquatics Prog Coordinator	T-B25	1.00	
	Aquatics Prog Specialist	T-B21	1.00	
	Aquatics Prog Assistant	T-A11	0.75	
	Facilities Ops Technician	T-B22	1.00	
	Extra Labor (12)			\$ 99,035
	Overtime (13)			\$ 5,305
			<u>3.75</u>	<u>\$ 311,240</u>

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
PARKS & RECREATION	000.15.576.800			\$ 419,172
PARKS MAINTENANCE	Maintenance & Ops Superintendent	T-C42	1.00	
	Lead Maintenance Specialist	T-B23	1.00	
2 @ .75 & 4 @ 100%	Maintenance Specialist	T-B21	5.50	
Added .25 FTE in 2007	Extra Labor (12)			\$ 34,000
From extra labor	Overtime (13)			\$ 2,122
			<u>7.50</u>	<u>\$ 455,294</u>
PARKS & RECREATION	411.00.576.680			\$ 354,512
GOLF MAINTENANCE	Parks & Recreation Director	N-E83	0.13	
	Golf Maintenance Supervisor	T-B31	1.00	
	Lead Maintenance Specialist	T-B23	1.00	
	Fleet Technician	T-B22	1.00	
	Maintenance Specialist	T-B21	3.00	
	Extra Labor (12)			\$ 90,000
	Overtime (13)			\$ 1,061
			<u>6.13</u>	<u>\$ 445,573</u>
PARKS & RECREATION	411.00.576.681			\$ 234,960
PRO SHOP	Parks & Recreation Director	N-E83	0.13	
	Maintenance & Ops Superintendent	T-C42	1.00	
	Director of Instruction	T-B24	0.75	
	Admin Support Technician	T-A12	2.00	
	Extra Labor (12)			\$ 40,000
	Overtime (13)			\$ 5,305
			<u>3.88</u>	<u>\$ 280,265</u>
PARKS & RECREATION TOTAL FTE			40.50	
PARKS & RECREATION TOTAL SALARIES				\$ 3,037,471

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
DCD	000.08.588.100			\$ 226,416
ADMINISTRATION		DCD Director	N-E83 1.00	
Reclassified in 2007		Administrative Secretary 1	N-B23 1.00	
		Admin Support Assistant	T-A11 1.00	
		Extra Labor (12)		\$ 2,000
		Overtime (13)		\$ 1,804
			<u>3.00</u>	<u>\$ 230,220</u>
DCD	000.08.558.600			\$ 709,248
PLANNING		Deputy DCD Director	N-D63 1.00	
		Planning Supervisor	T-C51 1.00	
2 @ 100%, 3 @ 50%		Senior Planner	T-C42 3.50	
		Urban Environmentalist	T-C42 0.50	
		Assistant Planner	T-C41 2.00	
		Graphics Specialist	T-B21 1.00	
		Extra Labor (12)		\$ 16,000
		Overtime (13)		\$ 10,609
			<u>9.00</u>	<u>\$ 735,857</u>
DCD	000.08.558.602			
CTR		Extra Labor (12)		\$ 24,900
				<u>\$ 24,900</u>
DCD	000.08.558.603			\$ 132,508
CODE ENFORCEMENT		Code Enforcement Officer	T-B22 2.00	
		Admin Support Technician	T-A12 0.50	
		Extra Labor (12)		\$ 1,000
			<u>2.50</u>	<u>\$ 133,508</u>
DCD	000.08.558.604			
TOD		Extra Labor (12)		\$ 4,000
				<u>\$ 4,000</u>
DCD	000.08.559.100			\$ 160,604
PERMIT COORDINATION		Permit Coordinator	T-C41 1.00	
		Admin Support Technician	T-A12 2.00	
			<u>3.00</u>	<u>\$ 160,604</u>
DCD	000.08.559.600			\$ 404,816
BUILDING		Building Official	N-D61 1.00	
		Senior Plans Examiner	T-B24 1.00	
		Inspector	T-B22/B24 3.00	
		Plans Examiner	T-B22 1.00	
		Overtime (13)		\$ 1,591
			<u>6.00</u>	<u>\$ 406,407</u>
DCD TOTAL FTE			23.50	
DCD TOTAL SALARIES				\$ 1,695,496

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
POLICE	000.10.521.100			\$ 692,230
ADMINISTRATION	Police Chief	N-E91	1.00	
	Assistant Police Chief	N-D72	2.00	
	Police Commander	N-D62	3.00	
	Administrative Secretary	N-B22	1.00	
	Overtime (13)			\$ 1,061
			<u>7.00</u>	<u>\$ 693,291</u>
POLICE	000.10.521.210			\$ 863,173
INVESTIGATION	Master Police Sergeant		1.00	
MAJOR CRIMES	Master Police Officer		9.00	
	Police Records Clerk		1.00	
	Domestic Violence Advocate		1.00	
	Overtime (13)			\$ 97,603
			<u>12.00</u>	<u>\$ 960,776</u>
POLICE	000.10.521.220			\$ 2,779,014
PATROL	Master Police Sergeant		2.00	
	Police Sergeant		2.00	
	Police Officer		32.00	
	Service Transport Officer		1.00	
	Overtime (13)			\$ 447,700
			<u>37.00</u>	<u>\$ 3,226,714</u>
POLICE	000.10.521.230			\$ 565,450
RECORDS/EVIDENCE	Police Records Manager	N-C42	1.00	
	Police Lead Records Clerk		1.00	
	Police Records Clerk		7.00	
	Evidence Technician		1.00	
	Police Information Analyst		1.00	
	Extra Labor (12)			\$ 1,000
	Overtime (13)			\$ 31,827
			<u>11.00</u>	<u>\$ 598,277</u>
POLICE	000.10.521.250			\$ 465,058
TAC TEAM	Master Police Sergeant		1.00	
	Master Police Officer		5.00	
	Overtime (13)			\$ 105,029
			<u>6.00</u>	<u>\$ 570,087</u>
POLICE	000.10.521.300			\$ 397,433
CRIME PREVENTION	Master Police Sergeant		1.00	
	Police Officer		3.00	
	Community Policing Coordinator		1.00	
	Extra Labor (12)			\$ 4,000
	Overtime (13)			\$ 11,670
			<u>5.00</u>	<u>\$ 413,103</u>

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>	<u>FTE</u>	<u>Total Wages</u>
POLICE	000.10.521.400		\$ 77,366
TRAINING	Master Police Officer	1.00	
	Overtime (13)		\$ 9,548
		<u>1.00</u>	<u>\$ 86,914</u>
POLICE	000.10.521.700		\$ 391,752
TRAFFIC	Master Police Sergeant	1.00	
	Master Police Officer	4.00	
	Overtime (13)		\$ 40,314
		<u>5.00</u>	<u>\$ 432,066</u>
POLICE TOTAL FTE		84.00	
POLICE TOTAL SALARIES			\$ 6,981,228

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
FIRE	000.11.522.100			\$ 354,646
ADMINISTRATION	Fire Chief	N-E91	1.00	
	Assistant Fire Chief	N-D72	1.00	
	Administrative Secretary	N-B22	1.00	
	Admin Support Technician	T-A12	1.00	
			<u>4.00</u>	<u>\$ 354,646</u>
FIRE	000.11.522.200			\$ 4,430,670
SUPPRESSION	Battalion Chief		3.00	
* Title change only	Captain		12.00	
	Firefighter		39.00	
	Overtime (13)			\$ 448,761
	Holiday Pay (15)			\$ 164,800
			<u>54.00</u>	<u>\$ 5,044,231</u>
FIRE	000.11.522.300			\$ 520,808
PREVENTION	Battalion Chief		1.00	
* Title change only	Captain		3.00	
	Fire Project Coordinator	T-C41	1.00	
	Admin Support Technician	T-A12	1.00	
	Overtime (13)			\$ 32,623
			<u>6.00</u>	<u>\$ 553,431</u>
FIRE	000.11.522.400			\$ 191,717
TRAINING	Battalion Chief		1.00	
* Title change only	Captain		1.00	
	Overtime (13)			\$ 8,699
			<u>2.00</u>	<u>\$ 200,416</u>
FIRE TOTAL FTE			66.00	
FIRE TOTAL SALARIES				\$ 6,152,724

* The position of Lieutenant shall be changed to Captain which shall be a change in name/title only (reference 2008 IAFF Labor Contract).

Note: Battalion Chiefs were formerly Captains and had a title change effective January 1, 2005.

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
PUBLIC WORKS	000.13.518.300			\$ 519,557
FACILITIES	Maint & Ops Superintendent	T-C42	1.00	
	Lead Facilities Custodian	T-B23	1.00	
	Facilities Ops Technician	T-B22	2.00	
	Facilities Custodian	T-A12	6.00	
	Overtime (13)			\$ 1,030
			10.00	\$ 520,587
PUBLIC WORKS	000.13.525.100			\$ 138,696
EOC	Emergency Management Coordinator		1.00	
(new in 2007)	CERT Program Trainer		1.00	
			2.00	\$ 138,696
PUBLIC WORKS	000.13.532.100			\$ 349,224
ADMINISTRATION	Public Works Director	N-E91	1.00	
	Deputy Public Works Director	N-D63	1.00	
	Public Works Analyst	N-C42	1.00	
Reclassified in 2007	Admin Support Technician	T-A12	1.00	
	Extra Labor (12)			\$ 2,000
			4.00	\$ 351,224
PUBLIC WORKS	000.13.532.101			\$ 200,040
MAINTENANCE ADMIN.	Maintenance Operations Manager	N-D62	1.00	
	Admin Support Technician	T-A12	2.00	
	Extra Labor (12)			\$ 1,500
			3.00	\$ 201,540
PUBLIC WORKS	000.13.532.102			\$ 338,400
DEVELOPMENT	Engineer	T-C42	3.00	
	Project Inspector	T-B23/B24	1.00	
	Admin Support Technician	T-A12	1.00	
	Overtime (13)			\$ 3,183
			5.00	\$ 341,583
PUBLIC WORKS	000.13.532.200			\$ 577,560
ENGINEERING	City Engineer	N-D72	1.00	
	Senior Engineer	N-D61	1.00	
	Project Manager	T-C43	1.00	
	Project Inspector	T-B23/B24	1.00	
	Engineering Technician	T-B22	1.00	
FTE does not include Grant Positions	3 Grant Funded Positions		5.00	\$ 577,560

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
PUBLIC WORKS	000.16.542.900			\$ 705,792
STREET MAINTENANCE Reclassified in 2007	Maintenance & Ops Superintendent	T-C42	1.00	
	Traffic Operations Coordinator	T-C41	1.00	
	Maintenance & Ops Foreman	T-B24	1.50	
	Sr Maintenance & Ops Specialist	T-B23	1.00	
	Maintenance & Ops Specialist	T-B22	6.00	
	Maintenance Worker	T-A11	2.00	
	Extra Labor (12)			\$ 40,000
	Overtime (13)			\$ 10,609
			<u>12.50</u>	<u>\$ 756,401</u>
PUBLIC WORKS	104.02.595.900			\$ 206,316
BRIDGES & STREETS	Sound Transit Project Manager	N-D72	1.00	
	Senior Engineer	N-D61	1.00	
	Extra Labor (12)			\$ 3,000
			<u>2.00</u>	<u>\$ 209,316</u>
PUBLIC WORKS	303.00.518.200			\$ 84,780
GENERAL GOV'T IMPVMT	Project Manager	T-C43	1.00	
			<u>1.00</u>	<u>\$ 84,780</u>
WATER	401.01.534.800			\$ 419,992
MAINTENANCE	Maintenance & Ops Superintendent	T-C42	1.00	
	Maintenance & Ops Foreman	T-B24	1.00	
Added 1 FTE in 2008	Maintenance & Ops Specialist	T-B22	5.00	
	Extra Labor (12)			\$ 6,000
	Overtime (13)			\$ 5,305
			<u>7.00</u>	<u>\$ 431,297</u>
SEWER	402.01.535.800			\$ 191,628
MAINTENANCE	Maintenance & Ops Superintendent	T-C42	0.50	
	Maintenance & Ops Foreman	T-B24	1.00	
	Sr Maintenance Ops Specialist	T-B23	1.00	
	Maintenance & Ops Specialist	T-B22	0.50	
	Extra Labor (12)			\$ 8,000
	Overtime (13)			\$ 3,183
			<u>3.00</u>	<u>\$ 202,811</u>
WATER	401.02.594.341			\$ 48,600
ENGINEERING	Senior Engineer	N-D61	0.50	
			<u>0.50</u>	<u>\$ 48,600</u>
SEWER	402.02.594.351			\$ 48,600
ENGINEERING	Senior Engineer	N-D61	0.50	
			<u>0.50</u>	<u>\$ 48,600</u>

2008 CITY OF TUKWILA FTE'S BY DEPARTMENT

<u>DEPARTMENT</u>	<u>BUDGET ACCT #</u>		<u>FTE</u>	<u>Total Wages</u>
SURFACE WATER	412.01.538.380			\$ 440,688
MAINTENANCE	Maintenance & Ops Superintendent	T-C42	0.50	
	Maintenance & Ops Foreman	T-B24	1.50	
Added 1 FTE in 2008	Maintenance & Ops Specialist	T-B22	5.50	
	Extra Labor (12)			\$ 23,000
	Overtime (13)			\$ 8,652
			<u>7.50</u>	<u>\$ 472,340</u>
SURFACE WATER	412.02.594.382			\$ 97,188
ENGINEERING	Senior Engineer	N-D61	1.00	
	Overtime (13)			\$ 2,122
			<u>1.00</u>	<u>\$ 99,310</u>
EQUIPMENT RENTAL	501.01.548.650			\$ 298,608
	Maint. & Ops Superintendent	T-C42	1.00	
	Fleet Technician	T-B22	4.00	
	Extra Labor (12)			\$ 10,000
	Overtime (13)			\$ 1,061
			<u>5.00</u>	<u>\$ 309,669</u>
PUBLIC WORKS TOTAL FTE			69.00	
PUBLIC WORKS TOTAL SALARIES				\$ 4,794,314
GRAND TOTAL FTE			341.88	\$26,272,329

NOTES

CITY OF TUKWILA

Debt Policies

The Debt Policies can be segregated into three areas: Legal Debt limits, Practical or Fiscal limits and General Debt policies.

- A. Legal Debt Limit – The Revised Code of Washington (RCW 39.36) establishes the legal debt limits for cities. Specifically, this RCW provides that debt cannot be incurred in excess of the following percentages of the value of the taxable property of the City: 1.5% without a vote of the people; 2.5% with a vote of the people; 5.0% with a vote of the people, provided the indebtedness in excess of 2.5% is for utilities; and 7.5% with a vote of the people, provided the indebtedness in excess of 5.0% is for parks or open space development.

A sample schedule for the current 12 year period is attached to demonstrate the impact certain projections would have on debt capacity limitations.

Policy DP-1 - Prior to issuing any long-term bonds, the Administration must provide an impact analysis over the life of the new bonds. Bond issues must be approved by the City Council.

- B. Practical or Fiscal Limitations – More important than the legal limitations is the practical or fiscal limitations, i.e. ability to repay borrowed funds.

Policy DP-2 – Long-term debt cannot be issued prior to reviewing the impact on the Six Year Planning Model and its policy guidelines. The impact of other potential bond issues shall be considered.

Policy DP-3 – Fiscal Policy for large developments. To be determined.

- C. General Debt Policies

Policy DP-4 – The City will be cognizant of the criteria used by rating agencies to maintain the highest possible bond rating.

Policy DP-5 – Assessment Debt (LID) shall be considered as an alternative to General Debt.

Policy DP-6 – Debt issuance will conform to IRS regulations and avoid arbitrage consequences.

CITY OF TUKWILA

Financial Planning Model Policies

The Six-Year Financial Planning Model and Capital Improvement Program is the primary financial policy document. It represents the culmination of all financial policies.

Revenues

Policy FP-1 – Revenues will be estimated on a conservative basis. Increases greater than inflation in Attachment A, Total Revenues and Expenditures, will require additional documentation.

Policy FP-2 –Major revenue sources will require explanation in Attachment A-1, Notes to Revenues.

Operations & Maintenance Expenditures

Policy FP-3 – Expenditures for the General Fund operations (Attachment B, General Fund Operations & Maintenance Expenditures) will only include basic inflationary increases at the beginning of the budget preparation process. Proposed increases in programs or personnel will require an issues and options paper and Council approval before being added to the operations & maintenance expenditures estimate.

Capital Expenditures

Policy FP-4 – Project capital grants with local matching requirements can only be applied for with express approval by the City Council. Grant applications shall be made only for projects listed in the six-year Capital Improvement Program.

Policy FP-5 – If the proposed grants or mitigation are either not funded or are reduced, the respective project will be re-evaluated on the basis of its value and priority level placement in the Capital Improvement Program.

Policy FP-6 – The financing of limited benefit capital improvements (i.e. private development) should be borne by the primary beneficiaries of the improvement. The principle underlying limited benefit is that the property is peculiarly benefited and therefore the owners do not in fact pay anything in excess of what they receive by reason of such improvement.

Fund Balances

Policy FP-7 – The General Fund will maintain a designated \$1,100,000 “Rainy Day Fund” balance that is not included in Attachment A, Total Revenues & Expenditures, of the Six-Year Planning Model. Furthermore, in order to assure a minimum cash flow scenario the Accumulated Totals within the Six-Year Planning Model may not recede below \$3,000,000 in Attachment A, Total Revenues & Expenditures.

Policy FP-8 – If compliance with Policy FP-7 is at risk; the Administration will provide a list of revenue options, service level/program reductions or capital project deferrals for City Council consideration.

Enterprise Funds

Policy FP-9 – Each Enterprise Fund will be reviewed annually and it must have a rate structure adequate to meet its operations & maintenance and long-term capital requirements.

Policy FP-10 – Rate increases should be small, applied frequently, and staggered to avoid an overly burdensome increase and undue impact in any given year.

Policy FP-11 – Rate increases of external agencies (i.e. King County secondary wastewater treatment fees) will be passed through to the users of the utility.

Other General Financial Policies

Policy GF-1 – The City's various user charges and fees will be reviewed at least every three years for proposed adjustments based on services provided and comparisons with other jurisdictions.

Policy GF-2 – The Finance Director will provide a financial status update at least quarterly.

Policy GF-3 – Budget amendments during the year will be approved by budget motion until the end of the budget year, when a formal comprehensive budget amendment is submitted.

Policy GF-4 – Interfund loans will be permissible if practical. Interest rates will be computed based on the annual average of the State Investment Pool earnings rate.

Policy GF-5 – The City shall, whenever practical and advantageous, take advantage of grants, loans, or other external financing sources. With the exception of capital improvement program grants requiring a local match, staff shall report to and seek the approval of the appropriate council committee before finalizing the grant.