



City of Tukwila, Washington

2011–2012 BIENNIAL BUDGET

Adopted December 6, 2010 by Ordinance Number 2316

SPACE SHUTTLE GALLERY



The Museum of Flight – Tukwila, Washington



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**CITY OF TUKWILA
WASHINGTON**

**ADOPTED BIENNIAL BUDGET
2011-2012**

Elected Officials

MAYOR: Jim Haggerton

COUNCIL: Joe H. Duffie
Joan Hernandez
Dennis Robertson
Allan Ekberg
Verna Seal
Kathy Hougardy
De'Sean Quinn

POPULATION: 18,190

ASSESSED VALUATION: \$4,809,486,786

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

General \$2.81

Cover photo and rendering used with permission of The Museum of Flight:

Museum exterior: Heath Moffatt

Space Gallery rendering: SRG Partnership, Inc.

Our Mission Statement

The City of Tukwila, in the spirit of partnership with its community, is preserving and enhancing a vibrant and healthy quality of life by providing caring, effective and efficient service. As stewards of our community, we are dedicated to the core values of Quality, Caring, Service, Excellence, Respect and Integrity.



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City of Tukwila

6200 Southcenter Boulevard • Tukwila, Washington 98188

Jim Haggerton, Mayor

January 5, 2011

TO THE TUKWILA CITY COUNCIL AND CITIZENS:

I am pleased to transmit the 2011-2012 biennial budget. The 2011-2016 Financial Planning Model and Capital Improvement Program are produced together as a separate planning document. The final budget reflects the 2011-2012 portion of the six-year Financial Planning Model.

This budget reflects the challenges presented by the difficult world, national and local economy and its effect on the City's finances. Two major factors are driving the decisions made in the budget:

- Declining revenues, particularly a substantial decline in sales tax and,
- Increasing expenses outside of the City's control such as pension plan contributions and contractual increases in salaries and benefits.

These two factors have combined to create a very difficult environment for City operations and are reflected in the budget line items. Despite these challenging cost variables, this budget includes a \$5 million reduction in actual expenditures over the previous year (\$1 million in annual savings for City health insurance contributions and \$4 million per year in various program and service reductions across all City departments). Council also considered a variety of options for revenue increases and enacted a few of those items during 2010. These increases are projected to bring in approximately \$3 million annually in new revenue. The net effect of cost savings and required cost increases is a 6.5% decrease in departmental budgets for 2011-2012 compared to 2010.

Some of the specific changes for 2011-2012 are noted below:

- Reduction of 24 full-time equivalent employees through various program and service reductions.
- One-time increase of \$700,000 for 2011 only for SCORE jail startup costs.
- Increase of \$125,000 per year for claims and judgment costs.
- Various program movements, such as business licensing from Clerk's Office to Finance, and Emergency Management from Public Works to the Fire department.

I am committed to making Tukwila the cleanest, safest City with an attractive environment for residents to live and raise their families, and for businesses to locate and create jobs.

Looking forward, the primary financial challenges of the City will be managing a budget impacted by lower development growth, relatively flat tax revenues and continued declining property values. Despite these challenges, this budget preserves most existing municipal service levels, meets our contractual obligations, complies with increasing regulatory and legal requirements, responds to stagnant and in some cases declining revenues, and funds employee compensation and pension benefits as required by law and within the parameters established by the state legislature.

Although the budget process has been lengthy and at times decisions have been difficult to make, I have been encouraged by the collaborative effort made by everyone throughout the process. The City Council and Administration have spent considerable time evaluating the impacts of different options and making very tough decisions relative to decreasing costs and increasing revenue. Residents will see a necessary decrease in some of the services and service levels the City has provided in the past.

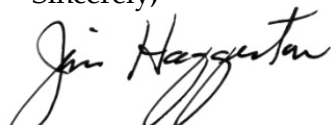
Employees have shared the burden too, with two of the major employee groups not receiving cost of living increases. I recommended, and Council approved, no COLA increase for the non-represented employee group. This group of employees is frequently the one that puts in extra time at Council meetings, community meetings and other events, all of which is done with no extra compensation for their additional efforts.

Members of the Tukwila Firefighters Local 2088 voluntarily agreed to forego previously bargained for pay increases for 2011. This concession provided much of the funding to retain three firefighter positions considered for elimination at Station 52, effectively keeping an engine company at that station.

Although no one will be happy with all of the decisions made in putting together the 2011-2012 budget, I feel it reflects the result of months of input and collaboration and is the best the City could do at this time given the existing economic environment. In summary, the present and future is still positive despite the current downturn in the economy. The employees of the City look forward to continuing to meet the mission of the City of Tukwila within the resources dedicated to us.

Again, allow me to express my appreciation for the active involvement of Council, residents, business leaders and employees in identifying solutions to our budget challenges.

Sincerely,



Jim Haggerton
Mayor



City of Tukwila

Washington

Ordinance No. 2319

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING THE ANNUAL BUDGET OF THE CITY OF TUKWILA FOR THE 2011-2012 BIENNIUM; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the preliminary budget of the City of Tukwila for the 2011-2012 biennium 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 22, 2010;

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 2011-2012 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:

Fund		2011 Revenue & Expenditures	2012 Revenue & Expenditures	Total Biennium Revenues & Expenditures
000	General	\$ 57,280,014	\$ 57,218,436	\$ 114,498,450
101	Hotel/Motel	2,049,961	1,708,072	3,758,033
103	City Street	731,000	804,171	1,535,171
104	Arterial Street	38,790,139	10,396,127	49,186,266
105	Contingency	1,293,816	2,595,632	3,889,448
107	Fire Equipment Cumulative Reserve	771,685	901,356	1,673,041
109	Drug Seizure Fund	406,000	208,000	614,000
209	Limited Tax G.O. Bonds 2003	592,572	594,350	1,186,922
210	Limited Tax G.O. Refunding Bonds, 2003	501,932	500,893	1,002,825
211	Limited Tax G.O. Refunding Bonds, 2008	836,829	831,042	1,667,871
212	Limited Tax G.O. Bonds, 2009A	30,166	30,184	60,350
213	Limited Tax G.O. Bonds, 2009B	254,438	254,605	509,043
214	Limited Tax G.O. Bonds, 2010A	395,775	393,975	789,750
215	Limited Tax G.O. Bonds, 2010B	190,450	190,450	380,900
216	Limited Tax G.O. Refunding Bonds, ValleyComm	170,990	232,910	403,900
301	Land Acquisition, Recreation & Park Devl.	5,096,243	4,695,772	9,792,015
302	Facility Replacement	2,005,756	1,886,121	3,891,877
303	General Government Improvements	2,657,203	1,000,906	3,658,109
304	Fire Improvements	190,100	240,200	430,300
401	Water	10,271,534	7,141,899	17,413,433
402	Sewer	9,121,426	6,681,200	15,802,626
404	Water/Sewer Revenue Bonds	651,637	671,185	1,322,822
405	Bond Reserve	411,000	411,000	822,000
411	Foster Golf Course	2,337,200	1,968,078	4,305,278
412	Surface Water	5,214,886	4,652,663	9,867,549
501	Equipment Rental	5,642,740	5,776,155	11,418,895
502	Insurance Fund	8,687,561	8,876,388	17,563,949
503	Insurance - LEOFF 1 Fund	1,929,040	1,825,846	3,754,886
611	Firemen's Pension	1,503,872	1,491,744	2,995,616
Total All Funds Combined		\$ 160,015,965	\$ 124,179,360	\$ 284,195,325

Section 3. A complete copy of the final budget for 2011-2012, 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 6TH day of December, 2010.

ATTEST/AUTHENTICATED:

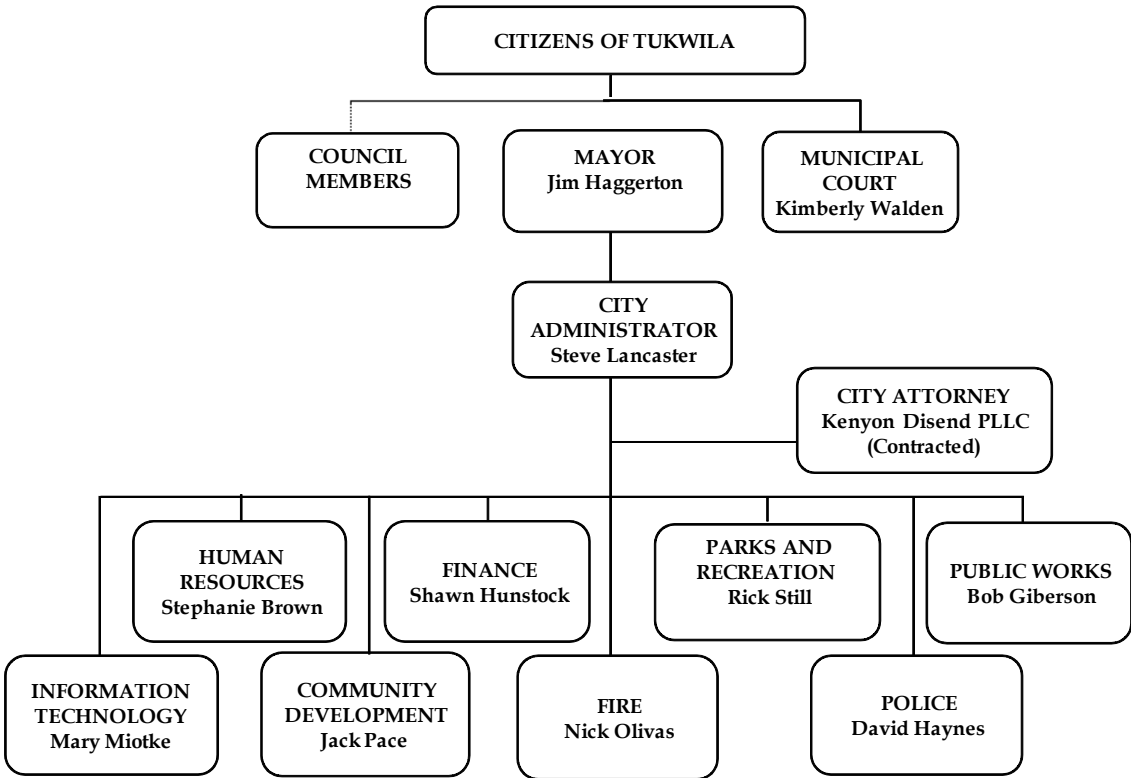
Christy O'Flaherty
Christy O'Flaherty, City Clerk

APPROVED AS TO FORM BY:

[Signature]
Office of the City Attorney

Jim Haggerton
Jim Haggerton, Mayor
Filed with the City Clerk: 12-1-10
Passed by the City Council: 12-6-10
Published: 12-9-10
Effective Date: 12-14-10
Ordinance Number: 2319

City of Tukwila, Washington
2011-2012 Organization Chart



CITY OFFICIALS**2010 CITY COUNCIL**

Council President
 Councilmember
 Councilmember
 Councilmember
 Councilmember
 Councilmember
 Councilmember

Dennis Robertson
 Joe Duffie
 Joan Hernandez
 Allan Ekberg
 Verna Seal
 Kathy Hougardy
 De'Sean Quinn

CITY ADMINISTRATION

Mayor
 City Administrator
 Finance Director
 Community Development Director
 Parks & Recreation Director
 Public Works Director
 Fire Chief
 Police Chief
 Human Resources Director
 IT Director
 Municipal Court Judge

Jim Haggerton
 Steve Lancaster
 Shawn Hunstock
 Jack Pace
 Rick Still
 Bob Giberson
 Nick Olivas
 David Haynes
 Stephanie Brown
 Mary Miotke
 Kimberly Walden

2011-2012 BIENNIAL BUDGET PREPARED BY:**FINANCE DEPARTMENT PERSONNEL**

Finance Director
 Deputy Director
 Senior Fiscal Coordinator
 Fiscal Coordinator
 Fiscal Coordinator
 Fiscal Coordinator
 Fiscal Specialist
 Fiscal Specialist
 Fiscal Specialist
 Fiscal Specialist
 Fiscal Specialist
 Fiscal Support Technician
 Fiscal Support Technician

Shawn Hunstock
 Peggy McCarthy
 Jennifer F. Santa Ines
 Craig Zellerhoff
 Lily Jue
 Richard Takechi
 Diane Jaber
 Karen Fricke
 Cindy Wilkins
 Laurie Anderson
 Joanna Fortenberry
 Penny Hansen
 Nicole Hale

CITY BOARDS AND COMMISSIONS**ARTS COMMISSION**

Brian Kennedy
Steve Mullet

Trisha Gilmore

Cynthia Chesak

City Staff:

Stephanie Gardner, Administrative Secretary – Parks & Recreation Department

CIVIL SERVICE COMMISSION

Dennis Sivak

Carol Zuvela

City Staff:

Bev Willison, Civil Service Examiner – Mayor's Office

COMMUNITY-ORIENTED POLICING BOARD

Jun Castillo

Sylvia Erskine

Jeffrey Baker

Abdisamad Egal

Mike West

Jerry Thornton

Arthur Rosengren

Lynn Churchill

City Staff:

Phi Huynh, Administrative Secretary, Police Department

EQUITY AND DIVERSITY COMMISSION

Joan Hernandez

Jonathan Joseph

Carolyn Barge

Aaron Draganov

Brenna Arnesen

Mellody Matthes

City Staff:

Joyce Trantina, Executive Assistant – Mayor's Office

Mary Hulvey, Code Enforcement Officer-DCD

HUMAN SERVICES ADVISORY BOARD

Terra Straight

Chuck Parrish

Linda Weedman

Patricia Perry

Sharon Kidd

Jan Bolerjack

Nina Williams

City Staff:

Stacy Hansen, Human Services Coordinator – Human Services Department

LIBRARY ADVISORY BOARD

Sharon Kidd

Marie Parrish

Linda McLeod

Steve Miller

City Staff:

Stephanie Gardner, Administrative Secretary – Parks & Recreation Department

CITY BOARDS AND COMMISSIONS - continued**LODGING TAX ADVISORY COMMITTEE**

Dennis Robertson
Mike Hansen
Miesa Berry

Mike Schabbing
Tom Dezutter
Andrew Ciarrocchi

Mike Miller
Maureen Huffman
Kelly McMeekin

City Staff:

Kristina Thorne, Administrative Support Specialist – Tourism/Marketing

PARKS COMMISSION

Alice Russell
Joanne McManus

Scott Kruize

Sean Albert

City Staff:

Stephanie Gardner, Administrative Secretary – Parks & Recreation Department

PLANNING COMMISSION/BOARD OF ARCHITECTURAL REVIEW

Louise Strander
Margaret Bratcher

Thomas McLeod
Brooke Alford

Lynn Peterson
Bill Arthur

City Staff:

Wynetta Bivens, Administrative Secretary – Department of Community Development

SISTER CITY COMMITTEE

Sharon Baker-Myklebust
Audrey Davis
Kathy Znak

Mike Easter
Andrew Kim
Bonnie Mullet

Wayne Smith

City Staff:

Bev Willison, Civil Service Examiner – Mayor's Office

City of Tukwila Background

Tukwila (whose name in local Native American dialect means "land where the hazelnuts grow") encompasses single and multi-family residences, heavy and light manufacturing, and service-oriented companies, as well as one of the Northwest's largest concentration of retail businesses. The City prides itself with:

- a well-established economic base
- a low debt burden
- strong financial management



City of Tukwila Details

- A 103-year old community incorporated in 1908, encompassing an area of 9.63 square miles.
- Current population is 18,190.
- Mayor-Council form of government.
- Administered by a full-time Mayor, a seven-member City Council, and a City Administrator. All elected official terms are for a period of four years.
- Located in the heart of Puget Sound region, 12 miles south of Seattle, 17 miles north of Tacoma, just east of Seattle-Tacoma International airport.
- Additional information about the City is included in the Appendix.

READER'S GUIDE

For the novice, the City's Biennial Budget Document can look formidable. Since budget document users come with a wide variety of backgrounds, and include City staff, City Councilmembers, citizens, and financial market experts, the information in the biennial budget is designed to provide a lot of different information about the City to a lot of different users. The information in the budget can be grouped into one of four main areas to facilitate an understanding of what the City plans to do with its resources for the next biennium period.

1. **A Policy Document:** The City's biennial budget addresses two primary kinds of policies: policies that are under development (usually stated as goals to be accomplished) that may change how the City operates in the future, and policies that are already in place. The Mayor's Budget Message, found at the beginning of the document, provides the background, sets the stage for the specific work plan that will be accomplished during the coming budget period, and identifies the policy issues that are important in the community as identified by the City Council. New policy issues that have a fiscal impact are highlighted in this message. All of these policy issues have the potential to impact fees, taxes, and/or the allocation of existing staff or financial resources.

2. **A Communications Device:** The City's biennial budget provides information about the priorities the City Council has set to be accomplished during the next two fiscal years, but it also includes information about the day-to-day activities the City performs. The Budget Message provides a concise discussion of the major priorities of the City; the financial and department information included in the detailed budget section of this document provides additional information about the budget for the major priorities, but also provides a considerable amount of information about the day-to-day activities, and the resources required to meet service demands. Performance measures are included in the detailed budget section for each fund to provide information on how efficient and effective the City is with resources in pursuit of meeting Council goals and management objectives.

3. **A Financial Plan:** The budget document is foremost a financial plan, providing a numerical road map that matches resources available with the spending priorities defined by the Mayor and City Council. Each operational area of the budget is comprised of specific departments and is summarized by the budget organization charts.

a. **The Budget by Department:** The department designation is used to group a set of like activities to enhance the opportunities for operational efficiencies, or to take advantage of professional qualifications of staff to work on multiple types of projects. A department can operate in just one fund, like the Finance Department operating in the General Fund. In this case, the department has a fairly singular focus in its work, with specialized training that does not cross into other work areas. A department can also operate in more than one fund, like the Public Works Department that operates in multiple funds, including the General Fund, Water, Sewer, Surface Water utility funds, and various Capital Project Funds. In this case the department has a more complex set of work tasks, but the same set of staff skills can be used in a number of areas. Each department also has divisions and within each division there can be anywhere from one to several programs. The program level is used to either manage specific work, allow the ability to cost specific services for which customers are charged a fee for service, or report to the City Council, citizens, or outside agencies.

b. **The Budget by Fund:** Summaries of the City's adopted budget by fund can be found at the beginning of this document. The City uses a fund structure as the primary method of accounting for financial operations. A fund can be thought of as a "business", with all revenues in the fund specifically associated with the kinds of expenditures in the fund. In most cases, there is a legal restriction on the use of the revenue in a fund. This means that Water Fund revenues cannot be used to pay for street repair since the Water Fund revenue is restricted in its use to services necessary to provide water to all properties in Tukwila not served by other providers. Funds are usually named for their primary activity (i.e., Arterial Street Fund accounts for revenue and expenditures associated with improvements in the City's major arterial street infrastructure). The General Fund is used as a catch-all fund, and is specifically defined as the fund to use when there is no reason to use another fund.

c. **The Budget by Category:** The City's budget also includes different categories of revenues and expenditures which overlay the budget by fund and department. Comparing the budget by categories can help a reader understand how major sources of revenue or major costs are treated across the organization. Operating revenues include categories such as: Sales Taxes, Property Taxes, Licenses and Permits, Charges for Services, Intergovernmental Revenues, Fines and Forfeitures, and Miscellaneous revenues. Non-Operating Revenue categories include Transfers, Issuance of Long Term Debt or Sale of Capital Assets. Operating expenditure categories include: Personnel Services (includes salaries and wages, plus all associated benefits), Professional Services, Materials and Supplies, Transfers, Debt Service and Capital Outlay. Non-operating expenditure categories include Contingencies and Reserves which are appropriated but not used unless authorized by the City Council.

4. An Operations Guide: The City's operations are defined through the budget document in each department's discussions. At the beginning of every department section is a page showing the organizational structure within that department. The following page shows a summary of the resource allocations for that department and provides a brief summary of how those funds are used. The Mayor's Budget Message and budget summary also serve to drive operations by tying services and initiatives back to citizen needs and Council goals. The budget document as a whole is also used by staff operationally as both a guide for the work plan to be accomplished and as a reference tool, serving as a comprehensive source of historical information and projections based on current assumptions. During the course of the biennium, each department manages and monitors its budget, reporting as needed to the City Administrator and/or Finance Director on any unusual occurrences. The Finance Department has the overall responsibility to develop and monitor the budget. The Finance Department's staff prepares monthly budget to actual reports in addition to the quarterly financial status reports which are designed as interim snapshots of the City's financial projections and are included in Council meeting packets. The Finance Department also prepares the Comprehensive Annual Financial Report (CAFR) each year.

BIENNIAL BUDGET PROCESS

The City of Tukwila's budget procedures are mandated by RCW 35A.33. The steps in the budget process are as follows:

1. Prior to November 1 on even numbered years, the Mayor submits a proposed budget to the City Council. This budget is based on priorities established by the Council and estimates provided by the City departments during the preceding months, and balanced with revenue estimates made by the Mayor.
2. The City Council conducts public hearings on the proposed budget in November and December.
3. The Council makes its adjustments to the proposed budget and adopts by ordinance a final balanced budget no later than December 31.
4. The final operating budget as adopted is published and distributed within the first month of the following year. Copies of the budget are made available to the public.

Every even numbered year the budget process begins with the review of the City's adopted financial policies followed by the preparation of a six-year financial plan. This document is developed prior to the biennial budget so that annual appropriations can be viewed in the context of the city's long term direction and resource capability. The biennial budget document implements the projects and priorities identified in the six-year financial plan and capital improvement program. It outlines the manner in which financial resources will be utilized during the budget period. The course the City is taking can be changed through the allocation of resources. The City Council, Mayor, City Administrator, Department Directors, City staff and residents all participate in the budget process.

The City of Tukwila's budget process is designed to provide the essential structure for the financial planning, control and evaluation process of government. It presents a forecast of expected resources and the purposeful distribution of those resources. Once adopted, the budget is a formal expression of public policy on the City's objectives and priorities, and on how resources will be provided to meet those objectives.

City staff present the adopted financial policies to the Council each year. The Council considers changes to these policies and then adopts the policies with any revisions. City staff then prepares the six-year financial plan and presents it to the Council each year in the fall and it is adopted prior to the end of the year.

City staff then prepares the final estimates of revenues, expenditures and capital improvement changes. This Preliminary Budget is presented to the Council in early October. Public hearings and Council discussions are held and the final budget is adopted in early December.

The adopted budget takes effect on January 1st. Throughout the year, expenditures are monitored to ensure that funds are used in an approved manner. A few times during the budget period, the budget may be changed (amended) by Council action in an open public meeting to respond to additional City activities throughout the course of the budget period.

BUDGET PROCEDURES AND AMENDMENT PROCESS

The City prepares its biennial budget in accordance with Optional Municipal Code 35A.33 of the Revised Code of Washington. Biennial budgeting has been permitted for Washington cities since 1985 and allows cities to adopt a two-year appropriation. An appropriation represents the city's legal authority to expend funds. Traditionally, the appropriations have been for one-year terms. State law has extended this legal authority so that a city's legislative body may approve an appropriation or budget, for a two-year term. Currently, an annual budget means that every other budget is developed in the context of elections for many of the policy makers. By design, the City's biennial budget is considered in non-election years, as the biennium must begin in odd-numbered years.

The most common reason for using a two-year appropriation is the time savings in both the budget development and approval process. This is true of staff time invested in preparing the budget as well as the time Council spends during the approval and adoption phases. While it does take more time to prepare a two-year budget than one for the traditional twelve months, the additional time spent is not as significant as preparing two annual budgets. As a result, over the two-year period, there is a substantial time savings. This time savings allows staff and Council to focus on long-range strategic planning.

The concept of a two-year appropriation is straightforward. Rather than a twelve-month window during which the appropriated funds can be legally spent, a biennium provides for a twenty-four month window. The two-year budget provides an opportunity to widen the planning horizon and allow more long-term thinking to be part of the financial plan that the budget represents. However, there may also be concerns about spending portions of the budget earlier in the biennium than had been planned. For this reason, many cities have adopted variations of a biennial budget. One approach is to adopt two, one-year budgets. This is the method that the City of Tukwila has chosen. Appropriations lapse at the end of each fiscal year of the biennium.

The requirements for preparing an annual budget and a biennial budget are similar. One distinction is that a "mid-biennium review" is required with a biennial budget. The purpose of this review is to make adjustments to the budget or essentially, a tune up. This review is not intended to become another complete budget process in itself. The mid-biennium review begins September 1st and is to be completed by the end of the first year of the budget.

2011-2012 Budget Calendar	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010											
Mayor and Council budget retreat to update the vision for the City.	2/2										
Mayor, City Administrator, and Finance Director meet to discuss budget priorities.				5/21							
Budget instructions and forms are distributed to departments.				5/27							
Department Directors complete budget and return to Finance.					6/13						
Departments review budgets, goals, and accomplishments with the Finance Director.						7/7-7/11					
Departments review budgets, goals, and accomplishments with the Mayor and City Administrator						7/21-8/01					
Finance department prepares preliminary revenue forecasts.						7/28					
Department budgets are adjusted based on the Mayor's recommendations.							8/18				
Department budgets are reviewed by Council Committees.							8/2				
Notice of public budget hearing #1 is published.							8/29				
Revenue forecast is finalized.								9/2			
Department budgets are reviewed Council Committees.								9/2			
Hold public budget hearing #1 with revenue presentation.								10/04			
Preliminary budget is filed with the City Clerk, distributed to City Council and made available to the public.									10/11		
Public notice of preliminary budget filing and of public hearing #2 is published.									10/24		
Council/Mayor Work Session on budget recommendations.										11/13	
Public budget hearing #2.										11/17	
Property tax levy is set by ordinance.										11/17	
Budget and CIP are adopted by ordinance.											12/06

2011-2012 Budget Calendar

Budget Process	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011												
Final budget published and distributed.		02/07										
Instruction packet for Mid-biennial review and modification distributed to Departments.							7/05					
Departments review budgets and prepare budget modifications.							7/06-8/08					
Department Directors return budget modification requests to Finance.							8/10					
Departments review budget modifications with the Mayor and City Administrator.								9/1-9/11				
Budget modifications adjusted based on Mayor's recommendations.								9/21				
Department budget modification requests are reviewed by Council Committees.									10/19			
Notice of public budget hearing #1 on proposed budget modification is published.										10/19		
Proposed budget modification is filed with the City Clerk, distributed to City Council and made available to the public.										10/19		
Public budget hearing #1.											11/02	
Notice of public budget hearing #2 is published.											11/02	
Public budget hearing #2 is held and property tax levy is set by ordinance.											11/14	
Council/Mayor Work Session on budget recommendations.											11/21	
CIP Amendment and Mid-biennial budget modification are adopted by ordinance.												12/05
2012												
Mayor and Council budget retreat to update the vision for the City.		3/4										
Mid year Budget Amendment is adopted by ordinance if necessary.							7/18					
Year-end Budget Amendment is adopted by ordinance, if necessary.												12/05

BUDGET DEFINITIONS

The City Council authorizes transfers within funds and must approve by ordinance any amendments that increase the total for the fund. Budget amounts presented in the basic financial statements include both the original amounts and the final amended budget as approved by the City Council.

Expenditure categories are identified in the following:

General Government – includes administration, finance, municipal court, attorney, and city clerk activities.

Public Safety – includes all police and fire activities.

Physical Environment – includes expenditures for the public works activities not chargeable to the enterprise funds.

Transportation – includes all street and arterial street maintenance and construction.

Economic Environment – reflects the planning and building inspection activities.

Culture and Recreation – includes the parks and recreation activities.

Budget and Accounting System

The official budget is maintained, both before and after adoption, on the City's financial management and accounting system at a very detailed line item level. Computerized reports may be generated at any time and at various levels of detail. Departments can also access these budgets at any time on a read-only inquiry basis to compare actual revenue and expenditures to their budgets. This computerized budget becomes the accounting system that controls expenditures after adoption of the final budget.

Preliminary Budget

The Preliminary Budget is prepared, pursuant to State law, as the Mayor's budget recommendations to the City Council. This public document contains a summary of information at the fund level, and for the General Fund at the department level. It focuses on key policy issues, while still providing a comprehensive overview of the complete budget.

Budget Ordinance

The actual appropriations implementing the budget are contained in the budget ordinance adopted by the City Council.

Final Budget

The Final Budget is issued as a formal published document as modified by the City Council. It is this document which is formally filed as the Final Budget.

Programs

While the budget proposals of the administration are developed in concert with the fiscal proposals in the budget, the budget documents themselves only summarize the individual objectives and performance measures. Generally, these programs are not finalized until the budget is in final form since the budget will determine the actual activities undertaken by each department.

Components of the Budget

The budget consists of two parts: operating budget and capital budget.

Operating Budget

The operating budget consists of departmental budget proposals, which would be sufficient to maintain the objectives set by the departments to meet Council goals.

Capital Budget

The capital budget authorizes and provides the basis of control of expenditures for the acquisition of significant city assets and construction of capital facilities.

Separation of the budget into these two components separates key policy issues in order to facilitate their consideration. The policy officials can examine the level at which existing programs should be funded, what program improvements should be made and at what level of funding.

Capital Planning

The Capital Improvement Program (CIP) was originally adopted as an element of the City Comprehensive Plan that provides the City's plans to finance capital facilities that will be needed during the next 20 years. The CIP includes both long-range strategy and a specific six-year plan of projects. The CIP is maintained and reports are published separately from the budget. The Capital Budget, in this budget document, includes a summary of the projects and their appropriations for the upcoming biennium. For more detailed information see the Financial Planning Model and Capital Improvement Program.

Implementation, Monitoring and Amendment

The financial aspects of the budget are monitored in periodic reports issued by the Finance Department comparing actual expenditures and revenues with the budget. In these reports, financial data can be presented at a higher level of detail than the final budget. These reports include an analysis of the City's financial condition.

From time to time it becomes necessary to modify the adopted budget. The procedure for amending the budget depends upon the type of change that is needed. One type of change does not affect the "bottom line" total for a department or a fund. These changes, mainly transfers from one line-item to another within a department's operating budget or changes between divisions within a department is presented by administration to City Council for their consideration and approval.

The second type of budget amendment brings about a change in the total appropriation for a department or fund. Examples of these changes include but are not limited to the following: the acceptance of additional grant money, an adjustment to reflect increased revenues such as tax receipts, the appropriation of additional funding if expenditures are projected to exceed budgeted amounts, and re-appropriation of monies from one fund to another when deemed necessary. These changes require council approval in the form of an ordinance. The status of the budget is comprehensively analyzed during the mid-biennial review and periodically through each year to identify any needed adjustments. All requests for amendments are first filed with the Finance Department.

Basis of Budgeting

All governmental fund type budgets are prepared on the modified accrual basis of accounting in conformity with generally accepted accounting principles (GAAP). The budget for proprietary funds is prepared on an accrual basis, also in accordance with GAAP. The legal level of budgetary control where expenditures cannot exceed appropriations is at the individual fund level. Revisions that alter the total expenditures of any fund must be approved by the City Council and adopted by ordinance. All appropriations lapse at the end of each year.

FUND DEFINITIONS

The following are the fund types budgeted by the City and other fund grouping definitions:

Governmental Fund Types

General Fund

The General Fund supports the general operations of the City government. These include administration, the legislative function, legal services, public safety, planning and community development, enforcement of local codes, parks, recreation, and cultural activities. Taxes are the principal source of revenue for the General Fund: property tax, sales tax, utility tax, and gambling tax. Other important sources are shared revenue from other governments, licenses and permits, charges for service, and fines and forfeitures. The General Fund accounts for all City resources except those for which a specific fund has been created.

Special Revenue Funds

Special Revenue funds are used to account for revenues which are legally or administratively restricted for special purposes. These funds receive revenue from a variety of sources, including Federal and State grants, taxes, and service fees. These revenues are dedicated to carrying out the purposes of the individual special revenue fund. There are six Special Revenue funds: *Hotel/Motel Tax, Street, Arterial Street, Contingency, Fire Equipment Cumulative Reserve, and Drug Seizure.*

Debt Service Fund

This fund accounts for resources necessary to pay principal and interest on general long-term debt. Bonds were issued in 2009 for regional jail facilities and again in 2010 (\$9,805,000) for Southcenter Parkway Extension and other projects. Debt limits below are based on percentages of assessed valuation, with voted debt requiring a 60% majority of the city electorate.

Annual debt service to maturity is as follows:

DEBT SERVICE REQUIREMENT TO MATURITY -- Government Activities

Year Ended December 31	Government Activities				
	General Obligation Bonds		Due to Other Governments		TOTAL
	Principal	Interest	Principal	Interest	
2010	\$ 1,235,028	\$ 656,621	\$ 184,000	\$ 317,197	\$ 2,392,846
2011	1,282,774	606,407	193,000	336,131	2,418,313
2012	1,328,707	437,876	202,000	326,481	2,295,064
2013	1,311,453	507,736	373,200	314,083	2,506,471
2014	1,442,386	450,640	377,000	299,032	2,569,058
2015 - 2019	5,610,480	1,413,000	1,093,000	1,289,645	9,406,124
2020 - 2024	2,090,376	305,141	1,032,400	1,095,755	4,523,672
2025 - 2029	-	-	1,254,000	861,273	2,115,273
2030 - 2034	-	-	1,541,200	562,392	2,103,592
2035 - 2039	-	-	1,902,000	189,343	2,091,343
Totals	\$ 14,301,203	\$4,377,421	\$8,151,800	\$5,591,333	\$32,421,757

DEBT SERVICE REQUIREMENT TO MATURITY -- Business-Type Activities

Year Ended December 31	Business-Type Activities							
	General Obligation Bonds		Revenue Bonds		Public Works Trust Fund Loans			
	Principal	Interest	Principal	Interest	Principal	Interest	TOTAL	
2010	\$ 184,972	\$ 148,489	\$ 395,000	\$ 237,598	\$ 616,554	\$ 42,867	\$ 1,625,480	
2011	192,226	140,628	415,000	217,543	609,186	39,199	1,613,781	
2012	201,293	132,458	440,000	194,444	558,293	35,898	1,562,386	
2013	208,547	123,903	465,000	168,044	558,293	33,107	1,556,893	
2014	217,614	115,561	495,000	139,953	558,293	30,315	1,556,737	
2015 - 2019	1,229,520	437,002	1,160,000	438,597	2,791,465	109,705	6,166,290	
2020 - 2024	1,189,624	140,417	970,000	235,575	2,713,313	40,309	5,289,238	
2025 - 2029	-	-	450,000	20,250	-	-	470,250	
Totals	\$ 3,423,797	\$ 1,238,459	\$ 4,790,000	\$ 1,652,002	\$ 8,405,397	\$ 331,400	\$ 19,841,056	

Capital Project Funds

These funds are used to account for financial resources to be used for the acquisition of capital facilities including those financed by special assessment, major improvements and construction. Revenues for capital funds consist of contributions from operating funds and bond proceeds. These revenues are usually dedicated to capital purposes and are not available to support operating costs. Capital projects are adopted on a multi-year basis. Currently the City has four active capital project funds: the Land, Acq., Recreation & Park Development, Facility Replacement Fund, General Government Improvements, and Fire Improvements Fund.

Proprietary Fund Types

Enterprise Funds – Enterprise Funds are used to account for operations that are financed and operated in a manner similar to business enterprises. They are established as fully self-supporting operations with revenues provided primarily from fees, charges, or contracts for services. The City maintains six Enterprise Funds to account for the operations of Water, Sewer, Surface Water, Revenue Bonds, Bond Reserves and Golf Course.

Internal Service Funds – Internal Service Funds are used to account for operations similar to those accounted for in Enterprise Funds, but these funds provide goods or services to other departments on a cost reimbursement basis. The City maintains three Internal Service funds to account for fleet management and self-insurance activities.

Fiduciary Funds - Fiduciary, or Trust Funds, are used to account for assets held by the City in a trustee capacity and cannot be used to support the City's own programs. These include pension trust, investment trust, private-purpose trust, and agency funds. The City's pension trust fund is the Firemen's Pension Fund and is budgeted on the accrual basis of accounting where revenues are recognized when earned and expenses are recorded when incurred.

Chapter 35.33 of the Revised Code of Washington (RCW) mandates the City's budget procedures. The budget, as adopted biennially by the City Council, constitutes the legal authority for expenditures. The City's budget is adopted at the fund level and expenditures may not legally exceed appropriations at that level of detail. Appropriation authority for all funds, except capital project funds, lapse at year-end and are prepared on a modified accrual basis. Appropriations on budgets for capital project funds are on a life-to-date basis, and the appropriations do not lapse at year-end, but continue until completion of the project.

FINANCIAL POLICIES

The City's Financial Policies are intended to serve as a Council-approved set of values and expectations for Council Members, City staff, citizens and other interested parties who may do business with the City. The use of the term "City" refers to all City officials and staff who are responsible for the activities to carry out these policies. The policies describe expectations for financial planning, budgeting, accounting, reporting and other management practices. They have been prepared to assure prudent financial management and responsible stewardship of the City's financial and physical resources.

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.

- 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.

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.

CAPITAL IMPROVEMENT PROGRAM POLICIES

- 1) Utility rates should be structured to ensure adequate infrastructure development and replacement.
- 2) Late-comer agreements (where appropriate) shall be considered an acceptable means of funding capital projects, improvements and replacements, in whole or in part.
- 3) Infrastructure improvements such as water reuse should consider conservation of resources such as water and electricity.
- 4) For City-scheduled projects located on residential streets, the City will evaluate for inclusion the costs of undergrounding the overhead utilities that exist within the right-of-way.
- 5) Right-of-way agreements for cable and electrical services should be utilized to discourage excessive wiring throughout the City.
- 6) Donation of the property needed for rights-of-way and easements shall be pursued.
- 7) Residential street designs will follow basic designs for arterials, collectors, and local access streets. Designs to accommodate individual properties shall be avoided.
- 8) The City strongly encourages design of connecting streets.
- 9) Residential streets with safety issues, high traffic volumes, high pedestrian activity and poor roadway conditions will be considered the highest priority projects.
- 10) A majority of citizens on a street may petition the City to set up a Local Improvement District (LID) to pay for residential street improvement projects, sidewalks and undergrounding of utilities. The City will evaluate the possibility of paying for the design, preliminary engineering, construction engineering, and LID formulation. The residents will pay for undergrounding utilities in the street, undergrounding from the street to their house, the actual construction costs, and for any improvements on private property such as rockeries, paved driveways, or roadside plantings.
- 11) Capital improvements shall be coordinated, whenever feasible, with related improvements of other jurisdictions.
- 12) Capital Improvement Program (CIP) projects shall, whenever possible, take advantage of grants, loans or other financing external to the City. Staff shall obtain approval from the appropriate committee before applying for grants, and the Committee Chair shall report for approval the proposed applications to the full Council. Grant applications shall be made only for projects listed in the six-year Capital Improvement Program. Staff shall also get approval from the full Council before accepting grants.

- 13) Current arterial street improvements determined in the six-year CIP may be funded through a LID or financing external to the City. The City may participate using operating revenues, grants or bonds based on health and safety needs or public benefit. The City may participate in the funding by financing the preliminary engineering design and professional service costs associated with planning and creating the LID.
- 14) Street and road improvement projects on slopes will include roadside plantings wherever feasible to help mitigate the land used for roadway and sidewalk improvements.
- 15) The first ¼-cent real estate transfer tax shall be dedicated to park and open space land acquisition. The second ¼-cent tax shall be used for arterial streets along with the parking tax.
- 16) Non-transportation capital projects and improvements (i.e. new community center) shall be funded by operating revenues, grants or bonds as determined in the six-year Financial Planning Model.
- 17) A dedicated facility replacement fund will be used to help pay for future facilities.
- 18) Transportation improvements will be coordinated with related improvements such as utility, landscaping, sidewalks, etc.
- 19) No capital improvement projects located outside the city limits will be approved without specific City Council approval.
- 20) Policies will be reviewed annually and in concert with the adoption of growth management policies to ensure continuity.
- 21) Street and road improvement projects shall be evaluated for the inclusion of features that support the Walk and Roll Plan in order to encourage walking, bicycling, and transit use.
- 22) Transportation impact fees shall be collected so that “growth may pay for growth” and growth-caused improvements may be constructed.

A summary of the Capital Improvement Program is found in the Capital Budget tab section. The 2011-2012 Biennial Budget incorporates the first two years of the Capital Improvement Program.

FINANCIAL PLAN

Introduction

The National Advisory Council on State and Local Budgeting (NACSLB) endorses the forecasting of revenue and expenditures in their Recommended Budget Practices. This section of the budget provides a combined view of both past and anticipated future revenue and expenditures for all funds. A detailed revenue analysis is presented for each fund type. The plan focuses analysis on revenue sources in order to inform users of this document on how the City funds services it provides to its citizens. A table, graph and explanation of major changes is provided for the General Fund, Special Revenue funds, Capital funds, Enterprise funds, Internal Service funds, and Fiduciary funds. This is followed by a six-year forecast of revenue and expenditures along with a discussion of the factors that affect the forecast. Long term debt and debt capacity is discussed as well as the General Fund fiscal capacity. This chapter ends with a discussion of fund balance and working capital balances.

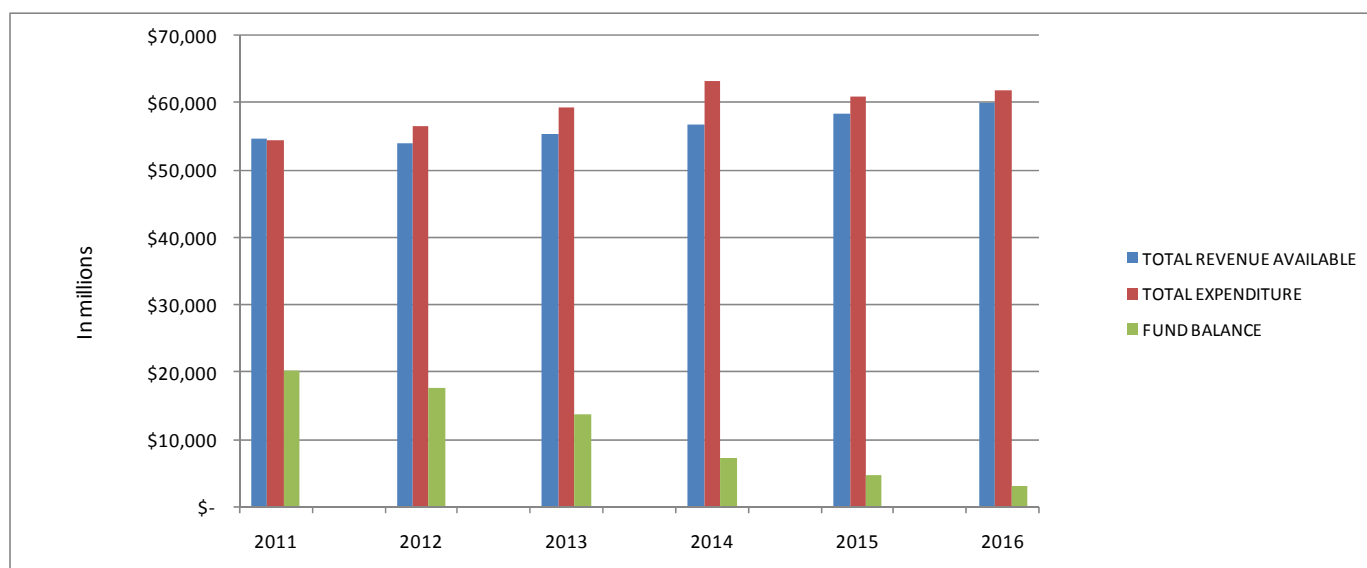
A budget is a plan that develops and allocates the City's financial resources to meet community needs in both the present and future. The development and allocation of these resources is accomplished on the basis of the foregoing policies, goals and objectives addressing the requirements and needs of the City of Tukwila. While the other sections of this document will present the budget in detail, this section provides an overview of the budget as a Financial Plan. As such, this section will focus on City strategies to maintain its financial strength and the basis for the expectation for future revenues.

An important part of a financial plan is the City's Capital Improvement Program. While the projects affecting 2011-2012 are summarized under the Capital Budget section in this document, the entire Capital Improvement Program (CIP) is outlined, in detail, in a separate document.

A six-year forecast of the City's revenues and expenditures follows this summary. The purpose of the forecast is to highlight issues associated with financial policies and budgetary decisions. It is not intended to be a multi-year budget.

ATTACHMENT A
CITY OF TUKWILA
TOTAL REVENUES & EXPENDITURES
2011 - 2016 Analysis in 000's

REVENUES (see A-1)	2011	2012	2013	2014	2015	2016	Totals
General Revenues							
Sales Tax	\$ 15,400	\$ 15,631	\$ 15,865	\$ 16,103	\$ 16,587	\$ 17,084	\$ 96,670
Property Taxes	12,800	13,120	13,448	13,784	14,129	14,482	81,763
Utility Taxes	4,500	4,635	4,774	4,917	5,065	5,217	29,108
New Revenues/RGRL	3,000	3,075	3,152	3,231	3,311	3,394	19,163
Other Revenue Incr/Exp Red	900	923	946	969	993	1,019	5,750
One-time sale of property	2,000	-	-	-	-	-	2,000
Interfund Utility Taxes	1,349	1,431	1,559	1,651	1,770	1,862	9,622
Gambling Taxes	1,977	2,036	2,097	2,160	2,225	2,292	12,787
Contract Agreement - SCL	1,976	2,035	2,096	2,159	2,224	2,291	12,781
Charges/Fees for Services	5,431	5,594	5,762	5,935	6,113	6,296	35,131
Transfers In - Other Funds	1,875	1,931	1,989	2,049	2,110	2,174	12,128
Intergovernmental Revenue	922	950	978	1,007	1,038	1,069	5,964
Other Taxes/Miscellaneous	1,640	1,689	1,740	1,792	1,846	1,901	10,608
Subtotal	53,770	53,050	54,406	55,757	57,411	59,081	333,475
Dedicated Revenues (Capital)							
Real Estate Taxes	250	258	265	273	281	290	1,617
Motor Vehicle Taxes	455	469	483	498	512	527	2,944
Investment Interest/Misc.	100	103	106	109	113	116	647
Property Taxes	130	130	130	130	130	130	780
Parking Taxes	140	140	140	140	140	140	840
Transfers from Golf Course	0	0	150	150	175	175	650
Subtotal	1,075	1,100	1,274	1,300	1,351	1,378	7,478
TOTAL REVENUE AVAILABLE	54,845	54,150	55,680	57,057	58,762	60,459	340,953
EXPENDITURES							
Operations & Maintenance:	44,301	44,901	47,001	49,197	51,494	53,898	290,792
(See Attachment B)							
Debt Service	3,455	3,447	3,532	3,593	3,104	2,874	20,005
Transfer to Reserve Fund	1,256	2,573	3,958	5,406	-	-	13,193
Estimated Unfunded PERS	772	803	835	868	903	939	5,120
Admin/Engineering Overhead	300	309	318	328	338	348	1,941
Subtotal Available	4,761	2,117	36	(2,335)	2,923	2,400	9,902
Capital - Attachment C							
Residential Streets	150	300	-	200	300	3,000	3,950
Arterial Streets/Bridges	2,181	2,837	2,522	2,390	2,865	1,945	14,740
Parks & Trails	433	459	438	267	217	21	1,835
General Government							
Facilities	101	-	-	-	-	-	101
General Imp/HHD Response	2,200	800	500	500	500	500	5,000
Fire Improvements	(50)	(50)	-	-	-	(55)	(155)
Subtotal Capital	5,015	4,346	3,460	3,357	3,882	5,411	25,471
Balance by Year	(254)	(2,229)	(3,424)	(5,692)	(959)	(3,011)	(15,569)
Carryover from 2010	20,109	-	-	-	-	-	20,109
Accumulated Totals	\$ 19,855	\$ 17,626	\$ 14,202	\$ 8,510	\$ 7,551	\$ 4,540	



Revenues and expenditures are projected on the basis of assumed economic relationships. Revenues are forecast on the basis of future economic and demographic factors with little dependence on past trends. Expenditures are forecast based on past trends modified by present and future conditions. Future conditions are based upon a series of complex assumptions. This model has been used to test a large range of assumptions and policy options in the course of developing budget recommendations.

The Revenue and Expenditure forecast reflects a moderate set of assumptions regarding revenues and expenditures. The Tukwila economy is cyclical and the City enjoyed a strong economy in recent years due to low unemployment coupled with significant retail and housing development. Some revenue losses from the recent legislative exemptions have been offset by the gains in economic development. However, decreases in the stock market, higher unemployment rates, and unfunded mandates by state and federal government for criminal justice, and human services have all had a significant impact on the General Fund budget. Continued moderate economic growth is reflected in the revenue forecasts through 2012. In the past, the forecast has relied on increases in assessed value for forecasting. However, with recent legislation and initiative activity, this forecast is relying on a 1% increase for property taxes plus an average factor for new construction. While estimated revenue growth has decreased over the past years, expenditures involving public safety and public services are expected to increase at a greater rate. New commercial development, and recent annexations are a few of the areas expected to increase the demand for public services. Based on the current trends, it is anticipated that fund balances will continue to decrease over the next few years as revenues subside and expenditures increase. It is necessary to reflect non-departmental costs so that estimated ending fund balances are not overstated. Expenditures in this area generally represent one-time payments or transfers for capital projects, costs not assigned to a specific department or debt service. The Finance Department will continue to study revenue options and enhancements to offset the decline in future revenues. Residual budget is unused budget rolled forward to be utilized in the subsequent year.

Forecasting models have been used to assist in fiscal planning for quite some time. Models have allowed analysis of alternative actions in funding programs during the development of the budget. The model accents the continuing need to control the per capita rate of expenditures reflected in the preceding pages. Continued caution will be required to anticipate and manage the effects of current and future legislative actions to avoid service reductions for budgetary reasons.

If current trends continue, fund balance is estimated to decrease by 8.38% by the end of 2011. Revenue has been estimated realistically based on anticipated economic growth, and considering the affects of voter initiatives. Should growth remain slower than anticipated the adverse affect on fund balance may be greater than predicted. Revenues from property taxes are increased at 1% plus the addition of new construction and annexations. Initiative 747 went before the voters in November 2001 and passed. The initiative limits the increase in property taxes to the lesser of 1% or inflation. Assessed valuation for the City is expected to grow by the rate of 2.5%. However, since the City may not increase property taxes greater than 1%, it is anticipated that the levy rate will increase as assessed value decreases. This initiative has been overturned by the Supreme Court but discussion on the decision continues.

This analysis reflects the position of the City if no adjustments are made on the expenditure side and other revenue does not grow at a rate necessary to offset the slower growth rate from property taxes. The City is addressing the long-term revenue short fall through concerted efforts with other jurisdictions. At this time, however, any additional adjustments that will be necessary beyond those already made are unknown.

As mentioned, the City has taken into account the statewide initiative in forecasting property taxes. The issue that develops when property tax increases are held to 1% is that costs are not. Costs such as employee benefits, negotiated labor contracts, services and supplies continue to increase at a greater rate. Fuel, professional services, and healthcare costs are good examples. The shortfall then has to be made up by increases in sales tax collection and population growth. The City has been able to maintain most of the existing level of service, in light of legislative action, because the economy is growing at rates sufficient to offset the limits placed on property taxes. Sales tax revenue needs to grow at a rate that will make up the revenues lost from property tax declines. If not, the City will then have to make some different choices in the delivery of basic levels of services.

BUDGET SUMMARY

This section summarizes the 2011-2012 biennial budget and provides comparisons to previous years' revenues and expenditures. The section begins with a summary of the City's financial structure and an overview of the City's General Fiscal environment. This section continues with summarized budget data of revenues and expenditures for all funds combined, then a breakdown of General Fund revenues and expenditures follows. The reader is encouraged to refer to the Operating Budget section, General Fund and Other Funds tabs for a more detailed account of the departmental budgets.

Financial Structure of the City Budget

The City of Tukwila's accounting and budget structure is based upon Governmental Fund Accounting to ensure legal compliance and financial management for various restricted revenues and program expenditures. Fund accounting segregates certain functions and activities into separate self-balancing 'funds' created and maintained for specific purposes (as described below). Resources from one fund used to offset expenditures in a different fund are budgeted as either a 'transfer to' or 'transfer from'.

The City of Tukwila budget is organized in a hierarchy of levels, each of which is defined below:

Fund	A fund is an accounting entity used to record the revenues and expenditures of a governmental unit which is designated for the purpose of carrying on specific activities or attaining certain objectives. For example Fund 104 , the Arterial Street Fund, is designated for the purpose of maintaining the arterial streets within the City.
Department	Department designates a major department of the City operations, e.g., Public Works or Parks and Recreation.
Program	A specific distinguishable line of work performed by the department, for the purpose of accomplishing a function for which government is responsible. For example, "Traffic Control" is included within the Street Funds.
Object	The appropriation unit (object of expenditure) is the level of detail used in the budget to sort and summarize objects of expenditure according to the type of goods or services being purchased, e.g., salaries, supplies.

GENERAL FISCAL ENVIRONMENT

Effective budget and financial policies are developed gradually over a period of time in response to long-term fiscal and social-economic conditions. Accordingly, although this document responds to the City's financial policy, framework has been developed in response to multi-year fiscal pressures.

General Fund

Tukwila's economy is generally cyclical following the economic cycles of the surrounding region. However, the economic down periods in the cycles have generally been less severe for Tukwila than for other municipalities in the region due to the relatively stable nature of Tukwila's economy. While the economic downturn has been a challenge for Tukwila, the City is well positioned for a strong recovery.

Economic cycles are not the only determinants of revenues for municipal budgeting. Even with an up sloping economy, laws that determine who pays taxes and how much they pay can also have a major impact. The Washington State Legislature has adopted several pieces of legislation, which have limited the ability of local governments to increase revenues and future taxing ability. Although Tukwila's economy is stable, these exemptions have impacted Tukwila's revenues substantially. Although inflation is controlled, these altered revenue sources are having, and will continue to have, a substantial impact on Tukwila's budget.

Other significant concerns for the future are the demand for services. In particular, public safety services will increase dramatically with continued development and annexations. Due to mandatory sentencing guidelines required by the State, we have experienced an increase in the care and custody of prisoners in the past few years. Alternatives to incarceration are being used, such as increasing the Home Monitoring Program and utilizing drug and alcohol rehabilitation programs. These programs appear to be having a positive effect on incarceration costs.

The General Fund must be budgeted and monitored very carefully. Passage of voter approved initiatives and other pending voter initiatives, can negatively impact the general fund. Due to strong fiscal management in previous years, available reserves are sufficient to maintain most of the current levels of service provided another down turn in the economy is neither deep nor long.

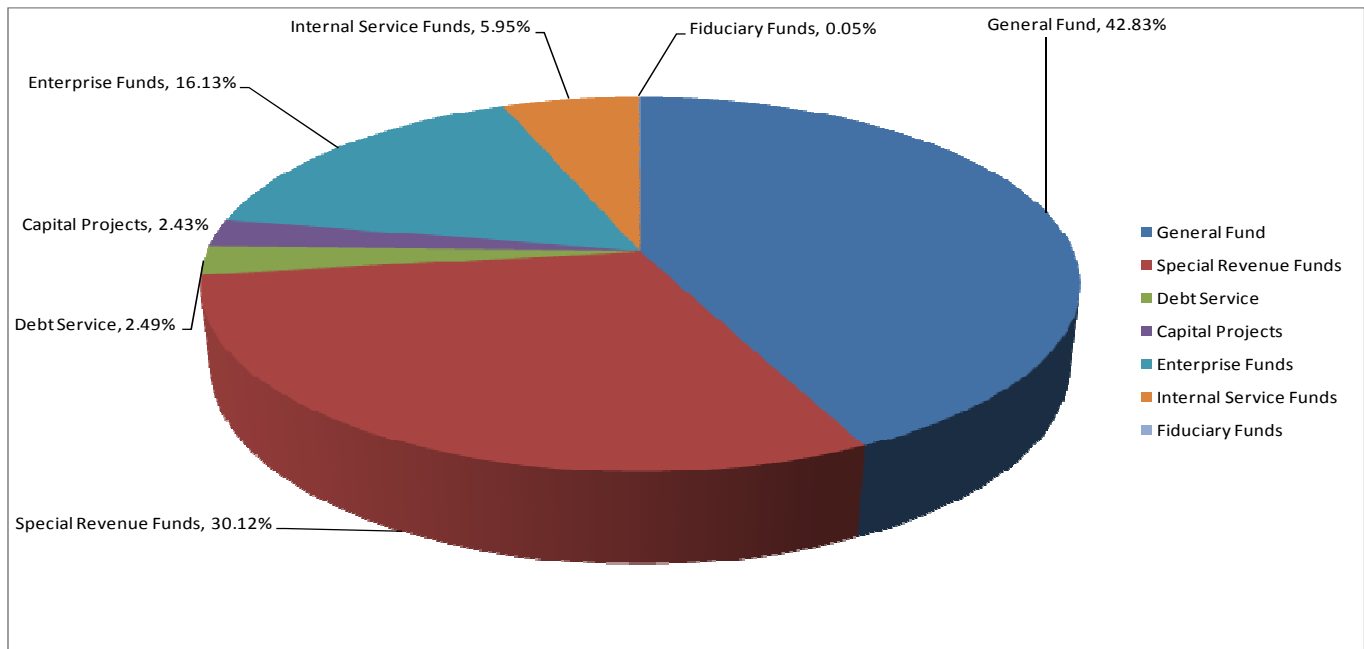


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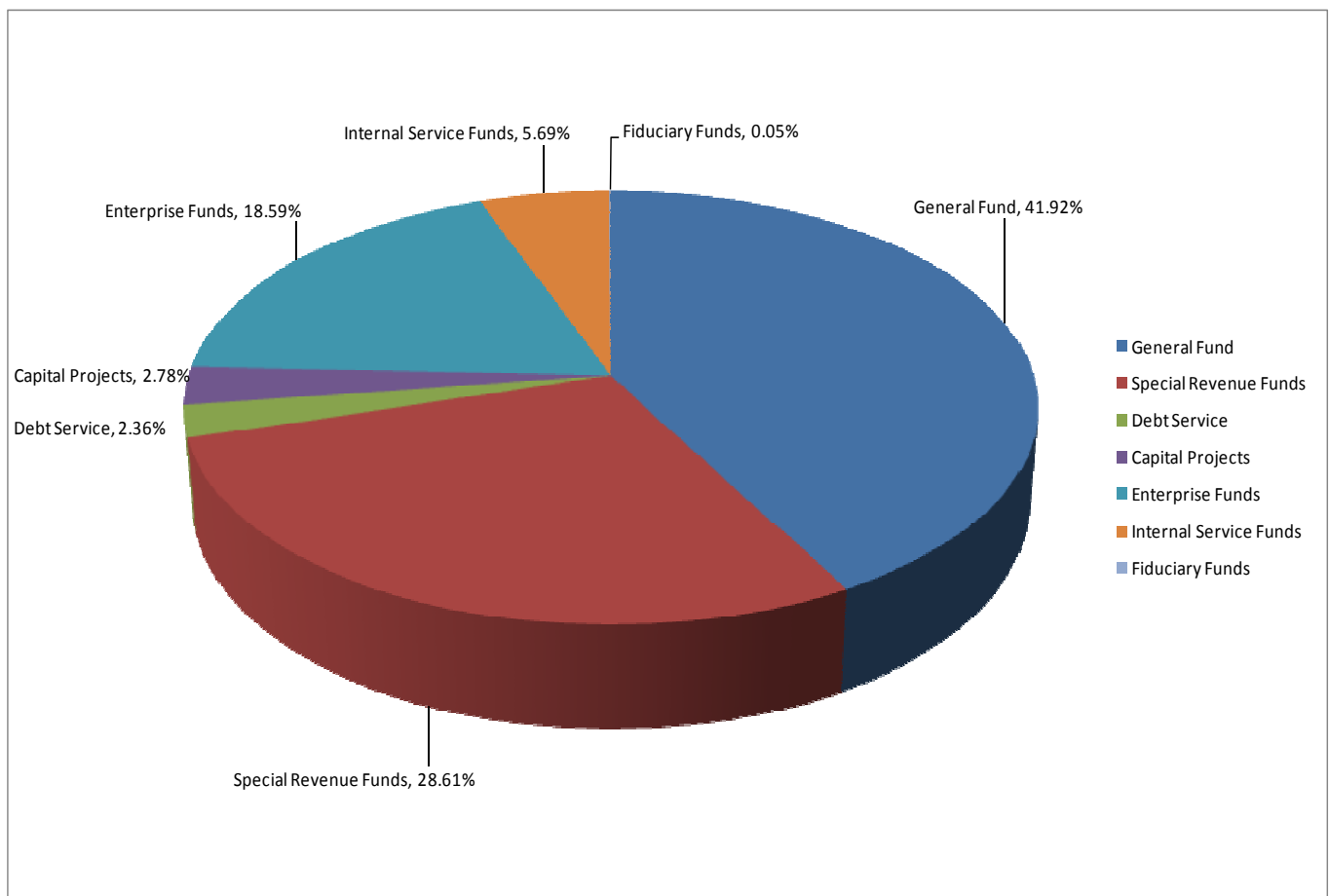
2011 BUDGET SUMMARY - ALL FUNDS

Fund		Beginning Fund Balance	2011 Resources	2011 Expenditures	Ending Fund Balance
GENERAL FUND		\$ 6,100,000	\$ 51,180,014	\$ 52,838,362	\$ 4,441,652
SPECIAL REVENUE FUNDS	Hotel/Motel Tax	800,000	1,249,961	1,598,009	451,952
	Street Fund	500,000	231,000	159,829	571,171
	Arterial Street Fund	5,000,000	33,790,139	34,000,670	4,789,469
	Contingency Fund	892,000	401,816	-	1,293,816
	Fire Equipment Cumulative Reserve Fd	640,000	131,685	2,014	769,671
	Drug Seizure Fund	220,000	186,000	294,000	112,000
DEBT SERVICE	Fund 209 - 2003 Limited Tax GO Bonds	-	592,572	591,572	1,000
	Fund 210 - 2003 Refunding LTGO Bonds	-	501,932	500,932	1,000
	Fund 211 - 2008 Refunding LTGO Bonds	-	836,829	835,829	1,000
	Fund 212 - 2009A SCORE LTGO Bonds	-	30,166	30,166	-
	Fund 213 - 2009B SCORE BAB Bonds	-	254,438	254,438	-
	Fund 214 - 2010A LTGO Bonds	-	395,775	395,775	-
	Fund 215 - 2010B BAB Bonds	-	190,450	190,450	-
	Fund 216 - 2010 ValleyCom Refunding	-	170,990	170,990	-
CAPITAL PROJECTS	Fund 301 - Parks Land Acquisition	4,500,000	596,243	1,014,721	4,081,522
	Fund 302 - Facility Replacement	2,000,000	5,756	125,563	1,880,193
	Fund 303 - General Government Imp	400,000	2,257,203	2,365,216	291,987
	Fund 304 - Fire Improvements	140,000	50,100	-	190,100
ENTERPRISE FUNDS	Fund 401 - Water	3,700,000	6,571,534	8,312,169	1,959,365
	Fund 402 - Sewer	2,500,000	6,621,426	7,962,652	1,158,774
	Fund 404 - Water/Sewer Revenue Bonds	-	651,637	598,202	53,435
	Fund 405 - Bond Reserve Fund	411,000	-	-	411,000
	Fund 411 - Foster Golf Course	425,000	1,912,200	2,284,369	52,831
	Fund 412 - Surface Water	1,700,000	3,514,886	4,277,623	937,263
INTERNAL SERVICE FUNDS	Fund 501 - Equipment Rental	3,300,000	2,342,740	2,232,611	3,410,129
	Fund 502 - Self-Insurance Fund	4,500,000	4,187,561	4,255,741	4,431,820
	Fund 503 - LEOFF I Insurance Fund	1,350,000	579,040	682,234	1,246,806
FIDUCIARY FUNDS					
	Fund 611 - Firemen's Pension Fund	1,450,000	53,872	66,000	1,437,872
TOTAL BUDGET		\$ 40,528,000	\$ 119,487,965	\$ 126,040,137	\$ 33,975,828

Budgeted Revenues by Fund - 2011



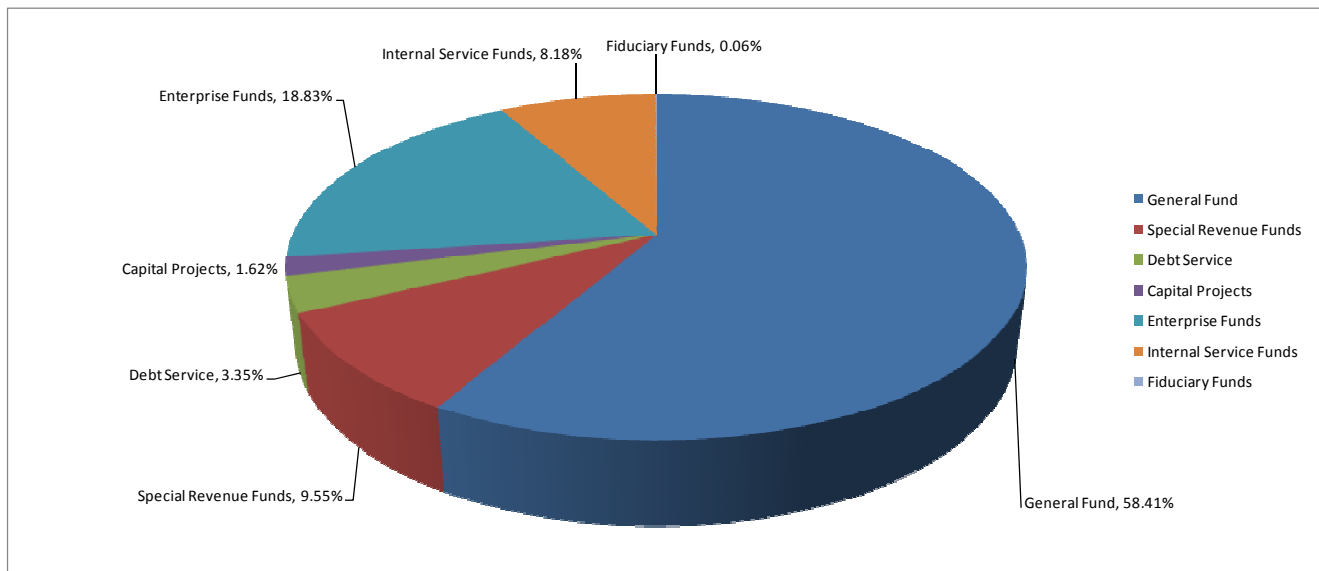
Budgeted Expenditures by Fund - 2011



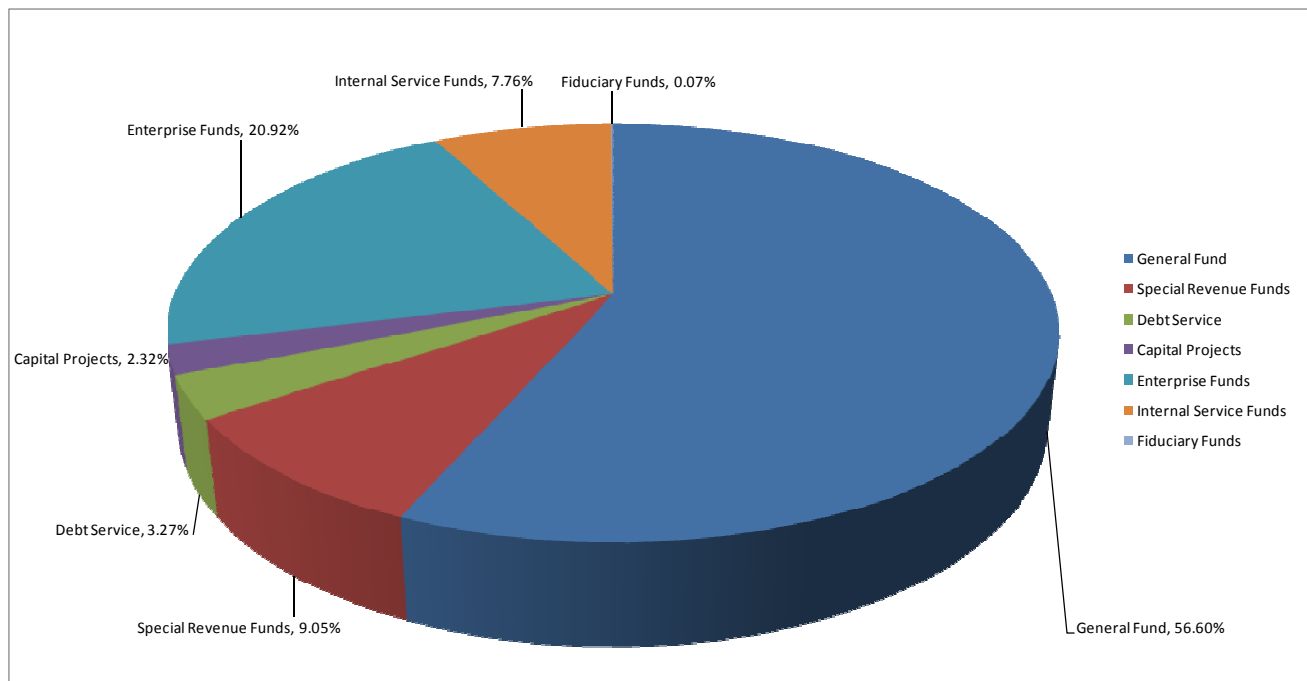
2012 BUDGET SUMMARY - ALL FUNDS

Fund		Beginning Fund Balance	2012 Resources	2012 Expenditures	Ending Fund Balance
GENERAL FUND		\$ 4,441,652	\$ 52,766,371	\$ 52,385,241	\$ 4,822,782
SPECIAL REVENUE FUNDS	Hotel/Motel Tax	451,952	1,256,120	1,558,226	149,846
	Street Fund	571,171	233,000	310,124	494,047
	Arterial Street Fund	4,789,469	5,606,658	6,483,137	3,912,990
	Contingency Fund	1,293,816	1,301,816	-	2,595,632
	Fire Equipment Cumulative Reserve Fd	769,671	131,685	2,015	899,341
	Drug Seizure Fund	112,000	96,000	25,000	183,000
DEBT SERVICE	Fund 209 - 2003 Limited Tax GO Bonds	1,000	594,350	594,350	1,000
	Fund 210 - 2003 Refunding LTGO Bonds	1,000	500,893	500,893	1,000
	Fund 211 - 2008 Refunding LTGO Bonds	1,000	831,042	831,042	1,000
	Fund 212 - 2009A SCORE LTGO Bonds	-	30,184	30,184	-
	Fund 213 - 2009B SCORE BAB Bonds	-	254,605	254,605	-
	Fund 214 - 2010A LTGO Bonds	-	393,975	393,975	-
	Fund 215 - 2010B BAB Bonds	-	190,450	190,450	-
	Fund 216 - 2010 ValleyCom Refunding	-	232,910	232,910	-
CAPITAL PROJECTS	Fund 301 - Parks Land Acquisition	3,993,522	702,250	1,149,653	3,546,119
	Fund 302 - Facility Replacement	1,880,193	5,928	25,300	1,860,821
	Fund 303 - General Government Imp	291,987	708,919	972,992	27,914
	Fund 304 - Fire Improvements	190,100	50,100	-	240,200
ENTERPRISE FUNDS	Fund 401 - Water	1,959,365	5,182,534	6,311,091	830,808
	Fund 402 - Sewer	1,158,774	5,522,426	6,398,124	283,076
	Fund 404 - Water/Sewer Revenue Bonds	-	671,185	593,844	77,341
	Fund 405 - Bond Reserve Fund	411,000	-	-	411,000
	Fund 411 - Foster Golf Course	52,831	1,915,247	2,285,761	(317,683)
	Fund 412 - Surface Water	937,263	3,715,400	3,775,671	876,992
INTERNAL SERVICE FUNDS	Fund 501 - Equipment Rental	3,410,129	2,366,026	1,935,580	3,840,575
	Fund 502 - Self-Insurance Fund	4,431,820	4,444,568	4,559,048	4,317,340
	Fund 503 - LEOFF I Insurance Fund	1,246,806	579,040	682,525	1,143,321
FIDUCIARY FUNDS					
	Fund 611 - Firemen's Pension Fund	1,437,872	53,872	66,000	1,425,744
TOTAL BUDGET		\$ 33,834,393	\$ 90,337,554	\$ 92,547,741	\$ 31,624,206

Budgeted Revenues by Fund - 2012



Budgeted Expenditures by Fund - 2012



CHANGE IN ENDING FUND BALANCE - ALL FUNDS

Fund		Projected 2010 Ending Fund Balance	2011 Ending Fund Balance	Change in Fund Balance 2010-2011	2012 Ending Fund Balance	Change in Fund Balance 2011-2012
GENERAL FUND		\$ 6,100,000	\$ 4,441,652	-27.19%	\$ 4,822,782	8.58%
SPECIAL REVENUE FUNDS	Hotel/Motel Tax	800,000	451,952	-43.51%	149,846	-66.84%
	Street Fund	500,000	571,171	14.23%	494,047	-13.50%
	Arterial Street Fund	5,000,000	4,789,469	-4.21%	3,912,990	-18.30%
	Contingency Fund	892,000	1,293,816	45.05%	2,595,632	100.62%
	Fire Equipment Cumulative Reserve Fd	640,000	769,671	20.26%	899,341	16.85%
	Drug Seizure Fund	220,000	112,000	-49.09%	183,000	63.39%
DEBT SERVICE	Fund 209 - 2003 Limited Tax GO Bonds	-	1,000	100.00%	1,000	0.00%
	Fund 210 - 2003 Refunding LTGO Bonds	-	1,000	100.00%	1,000	0.00%
	Fund 211 - 2008 Refunding LTGO Bonds	-	1,000	100.00%	1,000	0.00%
	Fund 212 - 2009A SCORE LTGO Bonds	-	-	0.00%	-	0.00%
	Fund 213 - 2009B SCORE BAB Bonds	-	-	0.00%	-	0.00%
	Fund 214 - 2010A LTGO Bonds	-	-	0.00%	-	0.00%
	Fund 215 - 2010B BAB Bonds	-	-	0.00%	-	0.00%
	Fund 216 - 2010 ValleyCom Refunding	-	-	0.00%	-	0.00%
CAPITAL PROJECTS	Fund 301 - Parks Land Acquisition	4,500,000	4,081,522	-9.30%	3,546,119	-13.12%
	Fund 302 - Facility Replacement	2,000,000	1,880,193	-5.99%	1,860,821	-1.03%
	Fund 303 - General Government Imp	400,000	291,987	-27.00%	27,914	-90.44%
	Fund 304 - Fire Improvements	140,000	190,100	35.79%	240,200	26.35%
ENTERPRISE FUNDS	Fund 401 - Water	3,700,000	1,959,365	-47.04%	830,808	-57.60%
	Fund 402 - Sewer	2,500,000	1,158,774	-53.65%	283,076	-75.57%
	Fund 404 - Water/Sewer Revenue Bonds	-	53,435	100.00%	77,341	44.74%
	Fund 405 - Bond Reserve Fund	411,000	411,000	0.00%	411,000	0.00%
	Fund 411 - Foster Golf Course	425,000	52,831	-87.57%	(317,683)	-701.32%
	Fund 412 - Surface Water	1,700,000	937,263	-44.87%	876,992	-6.43%
INTERNAL SERVICE FUNDS	Fund 501 - Equipment Rental	3,300,000	3,410,129	3.34%	3,840,575	12.62%
	Fund 502 - Self-Insurance Fund	4,500,000	4,431,820	-1.52%	4,317,340	-2.58%
	Fund 503 - LEOFF I Insurance Fund	1,350,000	1,246,806	-7.64%	1,143,321	-8.30%
FIDUCIARY FUNDS	Fund 611 - Firemen's Pension Fund	1,450,000	1,437,872	-0.84%	1,425,744	-0.84%
TOTAL ENDING FUND BALANCE		\$ 40,528,000	\$ 33,975,828	-16.17%	\$ 31,624,206	-6.92%

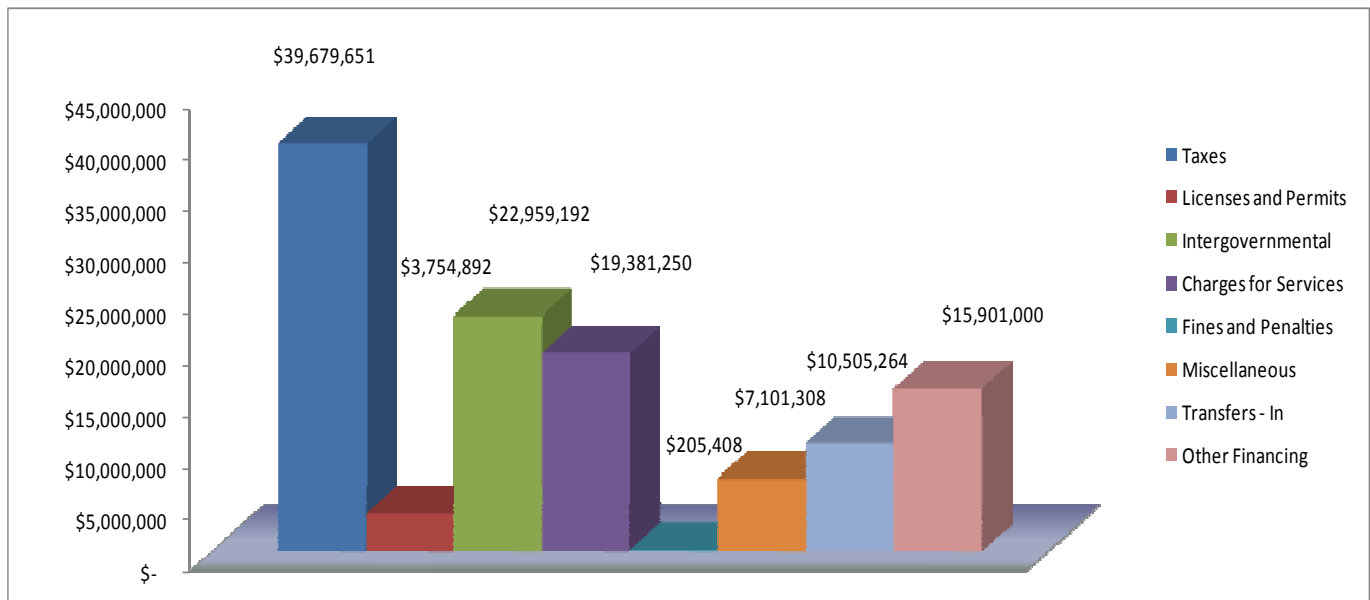


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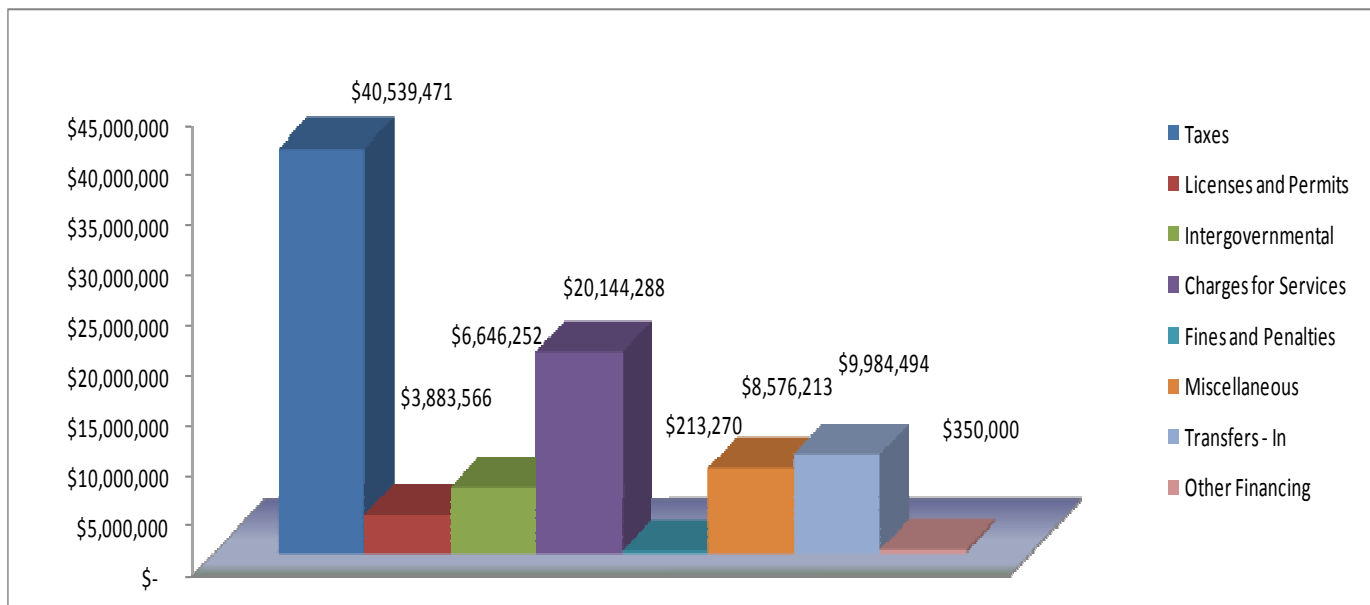
Revenue Summary - All Funds

	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget
Beginning Fund Balance	\$ 50,041,630	\$ 51,444,890	\$ 48,080,698	\$ 40,528,000	\$ 33,975,828
REVENUES					
Property Taxes	11,071,063	12,202,419	13,081,000	13,594,000	13,933,250
Sales and Use Taxes	18,839,297	15,067,112	21,288,632	16,025,000	16,248,000
Parking/ Admissions Tax	475,500	738,341	419,000	744,017	765,257
Utility Taxes	3,934,210	4,359,292	3,906,000	4,723,000	4,840,000
Interfund Utility Tax	-	1,813,277	1,358,000	1,426,000	1,524,000
Excise Taxes	3,005,679	2,824,966	3,204,000	2,787,861	2,843,496
Hotel/Motel Tax	587,216	489,806	600,000	379,706	385,401
Penalties/Interest	1,844	628	2,000	67	67
Taxes Total	37,914,809	37,495,841	43,858,632	39,679,651	40,539,471
Business Licenses and Permits	481,154	684,141	521,000	2,684,774	2,782,227
Building Permits and Fees	1,541,697	599,322	1,895,000	1,070,118	1,101,339
Licenses & Permits Total	2,022,851	1,283,463	2,416,000	3,754,892	3,883,566
Intergovernmental Total	5,825,138	17,818,457	36,512,252	22,959,192	6,646,252
General Government	232,797	231,116	238,900	207,636	212,572
Security	805,790	333,789	305,000	494,381	512,134
Engineering Services	1,200	-	10,000	59,579	59,867
Transportation	2,109,895	1,672,896	2,754,830	2,481,529	2,509,906
Economic	-	31,109	-	143,000	75,000
Plan Check and Review Fees	934,804	402,188	1,083,000	833,500	858,500
Culture and Rec Fees	1,803,882	1,672,081	2,013,000	1,947,500	1,817,000
Utilities & Environment	11,041,555	12,093,808	13,115,000	13,214,125	14,099,309
Charges for Services Total	16,929,923	16,436,988	19,519,730	19,381,250	20,144,288
Fines and Penalties Total	259,991	230,561	241,000	205,408	213,270
Investment Earnings	1,592,659	491,969	1,674,000	214,654	218,782
Rents and Concessions	679,483	636,449	668,000	790,391	753,203
Insurance Premiums/Recovery	1,776	643	1,000	1,000	1,000
Contributions/Donations	927,108	725,333	3,634,000	470,600	1,207,600
Other Misc Revenue	5,821,938	6,784,266	7,260,254	4,924,163	5,095,128
Sale of Capital Assets	224,568	844,408	5,000	700,500	1,300,500
Miscellaneous Total	9,247,532	9,483,069	13,242,254	7,101,308	8,576,213
Transfers In	3,383,554	4,727,490	3,284,808	10,505,264	9,984,494
Other Financing	-	6,947,574	26,096,475	15,901,000	350,000
Total Revenues & Transfers	75,583,798	94,423,443	145,171,151	119,487,965	90,337,554
Total Resources Available (Including Fund Balance)	\$ 125,625,428	\$ 145,868,333	\$ 193,251,849	\$ 160,015,965	\$ 124,313,382

Revenue Budget by Type - 2011

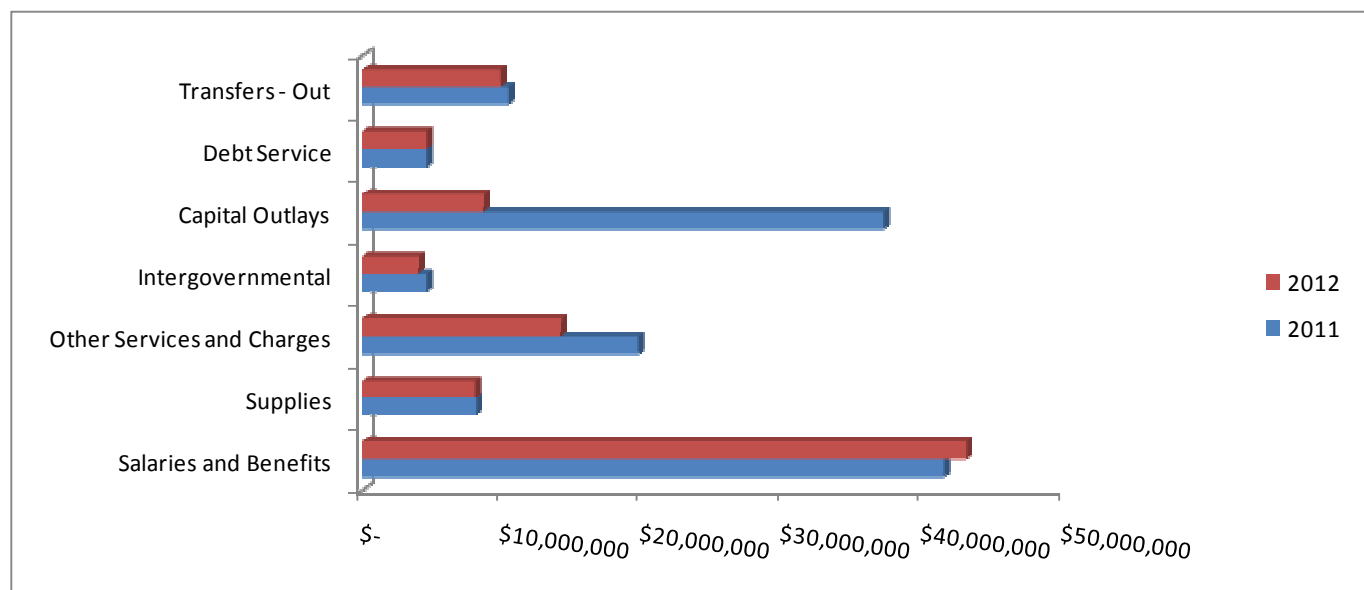


Revenue Budget by Type - 2012



Expenditure Summary - All Funds

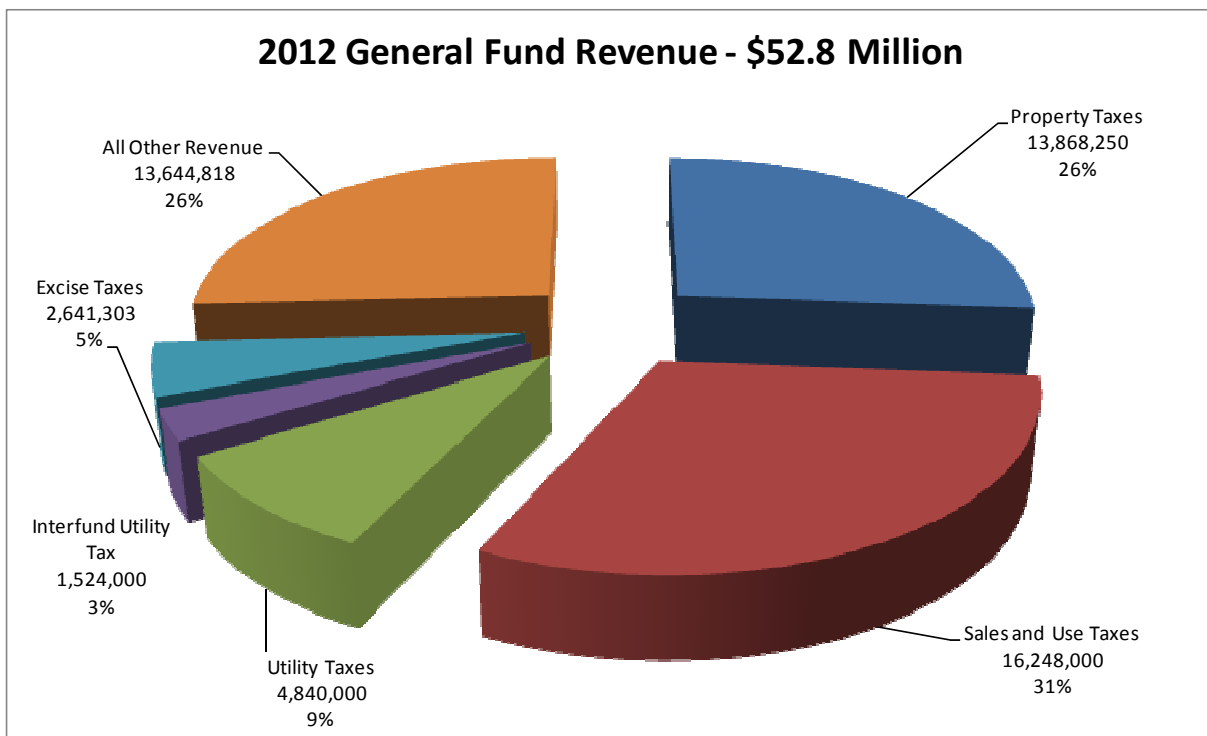
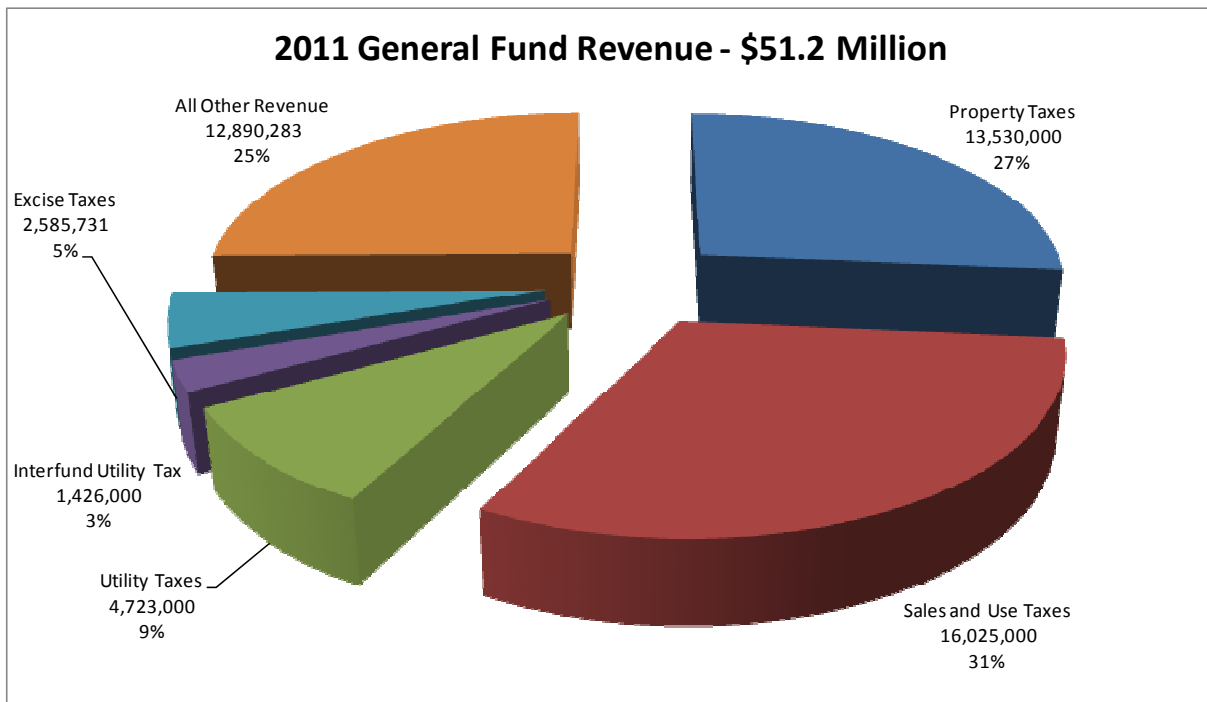
	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget
EXPENDITURE					
Salaries	\$ 25,556,041	\$ 27,038,900	\$ 29,141,620	\$ 27,614,520	\$ 28,252,802
Benefits	14,053,340	14,288,092	17,180,510	13,877,618	14,833,698
Total Salaries and Benefits	39,609,381	41,326,992	46,322,130	41,492,138	43,086,500
Total Supplies	6,721,107	6,848,458	8,246,499	8,202,654	8,119,753
Professional Services	5,275,271	9,456,241	14,380,540	11,720,189	6,336,864
Communication	337,561	400,638	411,438	430,981	427,081
Travel	115,312	74,621	162,915	151,265	150,065
Advertising	395,907	465,216	720,650	714,600	714,200
Operating Rentals & Leases	2,246,566	1,938,491	2,110,226	2,600,624	2,628,266
Insurance	452,315	495,438	704,010	626,510	626,510
Public Utility Services	1,310,110	1,466,427	1,540,294	1,551,124	1,479,200
Repairs & Maintenance	618,042	720,398	824,757	845,517	824,706
Miscellaneous	1,286,394	1,041,813	1,488,671	1,053,069	1,004,295
Total Other Services and Charges	12,037,478	16,059,283	22,343,501	19,693,879	14,191,187
Total Intergovernmental Services	2,454,544	4,396,421	3,693,400	4,548,400	3,947,475
Total Capital Outlays	4,938,317	12,439,455	65,013,017	37,102,100	8,741,000
Total Debt Service	2,298,305	2,540,296	4,451,692	4,544,011	4,540,288
EXPENDITURE TOTAL	68,059,132	83,610,905	150,070,239	115,583,182	82,626,203
Transfers Out	3,383,554	4,727,490	3,473,114	10,456,955	9,918,538
Bad Debts Expense	163,786	-	-	-	-
Depreciation Expense	2,574,066	2,560,484	-	-	-
Payment to Fiscal Agent	-	6,888,756	-	-	-
Budget Reductions	-	-	(819,504)	-	-
TOTAL EXPENDITURES & TRANSFERS	74,180,538	97,787,635	152,723,849	126,040,137	92,544,741
Ending Fund Balance	51,444,890	48,080,698	40,528,000	33,975,828	31,624,206
Total All Uses with Fund Balance	\$ 125,625,428	\$ 145,868,333	\$ 193,251,849	\$ 160,015,965	\$ 124,168,947

2011 - 2012 Expenditure Budget by Type

2011-2012 General Fund Revenue

General Fund revenue for 2011 and 2012, excluding fund balances, is \$51.2 million and \$52.8 million respectively; a 10.5% increase from the 2009-2010 Adopted Budget.

General Fund Revenues	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget
Property Taxes	\$ 11,115,973	\$ 12,190,219	\$ 12,688,000	\$ 13,530,000	\$ 13,868,250
Sales and Use Taxes	12,903,174	12,903,214	15,333,917	16,025,000	16,248,000
Admissions Tax	327,911	582,756	279,000	636,000	654,000
Utility Taxes	3,934,210	4,359,292	3,906,000	4,723,000	4,840,000
Interfund Utility Tax	-	1,813,277	1,358,000	1,426,000	1,524,000
Excise Taxes	2,173,767	2,567,119	2,204,000	2,585,731	2,641,303
Penalties/Interest	1,826	628	2,000	67	67
Tax Total	30,456,861	34,416,505	35,770,917	38,925,798	39,775,620
Business Licenses and Permits	481,154	684,141	489,000	2,684,774	2,782,227
Building Permits and Fees	1,541,697	599,322	1,895,000	1,070,118	1,101,339
Licenses & Permits Total	2,022,851	1,283,463	2,384,000	3,754,892	3,883,566
Intergovernmental Total	2,587,088	4,344,251	2,987,072	2,805,177	2,861,937
General Government	61,616	72,547	68,000	59,015	60,951
Security	805,610	333,729	304,000	493,381	511,134
Engineering Services	1,200	-	10,000	59,579	59,867
Transportation	68,793	(24,312)	150,000	153,058	158,149
Plan Check and Review Fees	934,804	402,188	1,083,000	833,500	858,500
Culture and Rec Fees	697,358	628,418	703,000	742,000	611,500
Charges for Services Total	2,569,381	1,412,571	2,318,000	2,340,533	2,260,101
Fines and Penalties Total	259,991	230,273	241,000	205,408	213,270
Investment Earnings	328,698	118,713	505,000	128,757	133,757
Rents and Concessions	351,661	374,680	346,000	454,391	417,203
Insurance Premiums/Recovery	1,776	643	1,000	1,000	1,000
Contributions/Donations	108,013	2,739	21,000	1,600	1,600
Other Misc Revenue	216,071	109,699	122,000	47,766	49,200
Sale of Capital Assets	53,592	989,608	5,000	700,500	1,300,500
Miscellaneous Total	1,059,811	1,596,083	1,000,000	1,334,014	1,903,260
Transfers In	2,215,982	3,156,300	2,462,000	1,814,192	1,868,617
Total Revenues & Transfers	\$ 41,171,965	\$ 46,439,446	\$ 47,162,989	\$ 51,180,014	\$ 52,766,371



As the charts above show, 70% of General Fund revenue is dependent on the following three sources: Sales Tax, Property Tax, and Utility Tax. The other 30% of revenues are B&O Excise tax, Gambling taxes, permits, intergovernmental or State Shared revenues, charges for services and other miscellaneous revenues.

Each of the main revenues is discussed on the following pages and detailed information on all General Fund Expenditures may be found in the following pages.

MAJOR REVENUE SOURCES

SALES TAX

The City receives revenues from two sources of sales tax. The main source of sales tax, \$16 million in 2011 and \$16.2 million in 2012, is the City-imposed 0.85% on retail sales as shown below. In addition, the City also receives a portion of the sales tax collected by King County for Criminal Justice. This is collected countywide and distributed to all cities on a per capita basis. These two revenues account for 2011-2012 budgeted revenue, 32% of the City's General Fund revenue, making sales tax the largest revenue source for the General Fund.

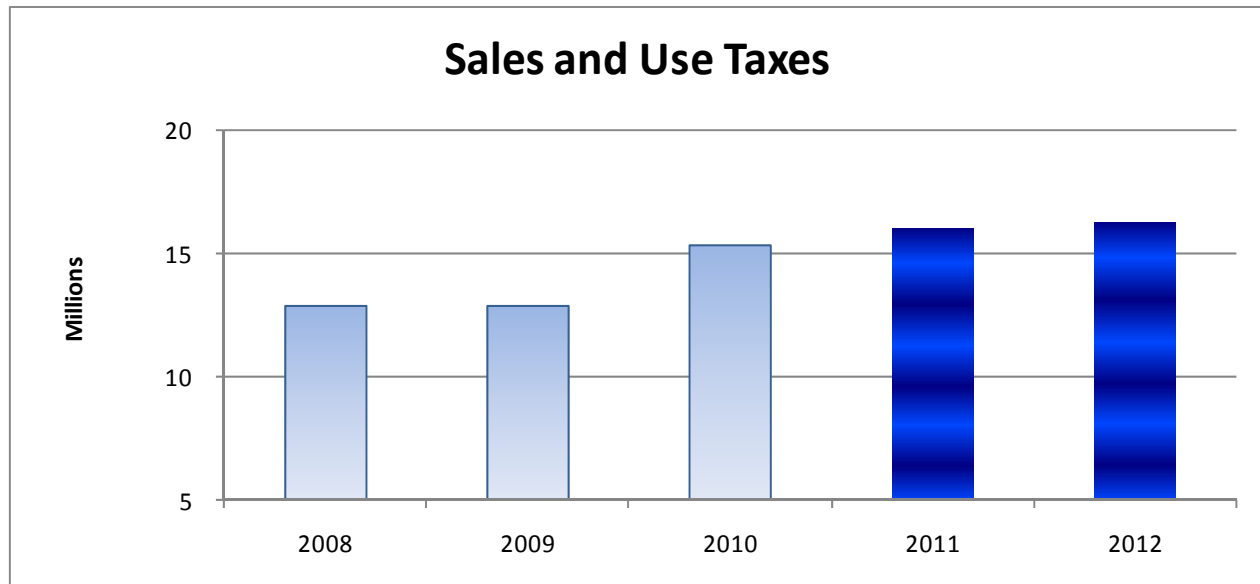
The sales tax rate in the City of Tukwila is the state allowable 9.5% on retail goods, with an additional 0.5% tax on food and beverages sold in restaurants, bars and taverns, and to car sales to help pay for statewide transportation improvements. The chart below summarizes how the 9.5% tax collected is divided between various governmental entities.

Sales Tax Distribution by Government Entity

	Percent	Percent of Total
Washington State	6.50%	68.42%
City of Tukwila	0.85%	8.95%
King County	0.35%	3.68%
King County Criminal Justice	0.10%	1.05%
Regional Transit Authority	0.80%	8.42%
King County Public Transportation Benefit Area	0.90%	9.47%
Total Sales Tax on \$100 of retail goods	9.50%	100.00%

From 2006 to 2007, the City's sales tax collection grew 10%. 2008 was the first year to see a decline in sales tax from the previous year (12%). The chart on the next page shows the change in sales tax since 2008, along with the forecast sales tax revenues for the years 2011-2012. The City is assuming 1.5% decrease in sales tax growth for 2011 from 2009 actual sales tax revenue and a 1.5% increase in 2012 from the 2011 budget.

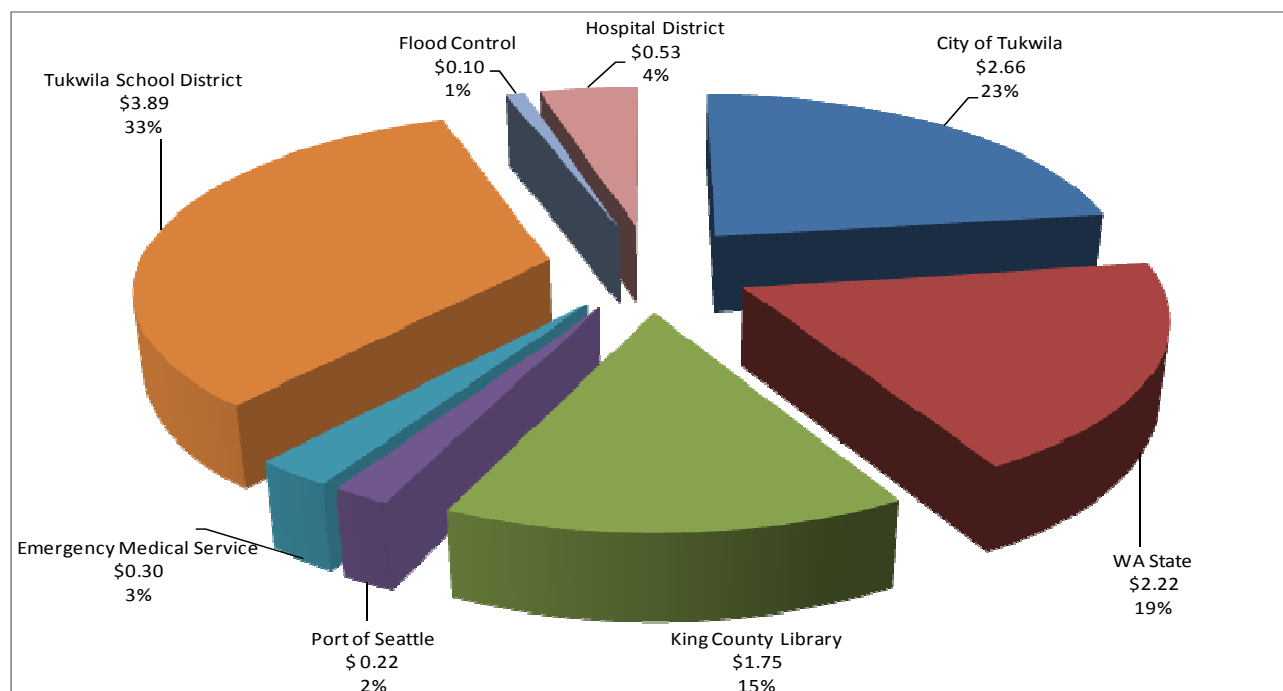
Sales Tax by Year
(Shaded boxes represent budget estimates)



PROPERTY TAX

Property taxes are the City's second largest revenue source at \$13.5 million in 2011 and \$13.9 million in 2012, or 28% of the total revenue supporting the General Fund. These taxes pay for the City's general operations such as services provided by the Police, Public Works Department and Parks. The City receives 23% of the property taxes paid by Tukwila property owners.

Property Tax by Jurisdiction



The City of Tukwila receives a relatively small percentage of a property owner's tax bill (23%). In comparison, the Tukwila School District and WA State taken together account for 52% of the property tax bill, Port of Seattle, EMS, Flood Control, and Hospital District receive 10%, and the King County Library District gets 15%. Property taxes are distributed to the following jurisdictions:

Property Tax Rate per \$1,000 Assessed Value (AV)			
Government Agency	AV	Percent of Total	
City of Tukwila	\$ 2.66	22.8%	
WA State	2.22	19.0%	
King County Library	1.75	15.0%	
Port of Seattle	0.22	1.9%	
Emergency Medical Service	0.30	2.6%	
Tukwila School District	3.89	33.3%	
Flood Control	0.10	0.9%	
Hospital District	0.53	4.5%	
Total	\$ 11.67	100%	

UTILITY TAX

The City implemented a 6% solid waste tax and 10% interfund utility taxes in 2009, which have since become the City's third largest tax revenue source at \$4 million, or 8.8% in 2011, and \$4.1 million in 2012, or 8.9%, of the total revenue supporting the General Fund. The City of Tukwila has a 6% Utility Tax on cable, electricity, telephones, cellular phones, and natural gas.

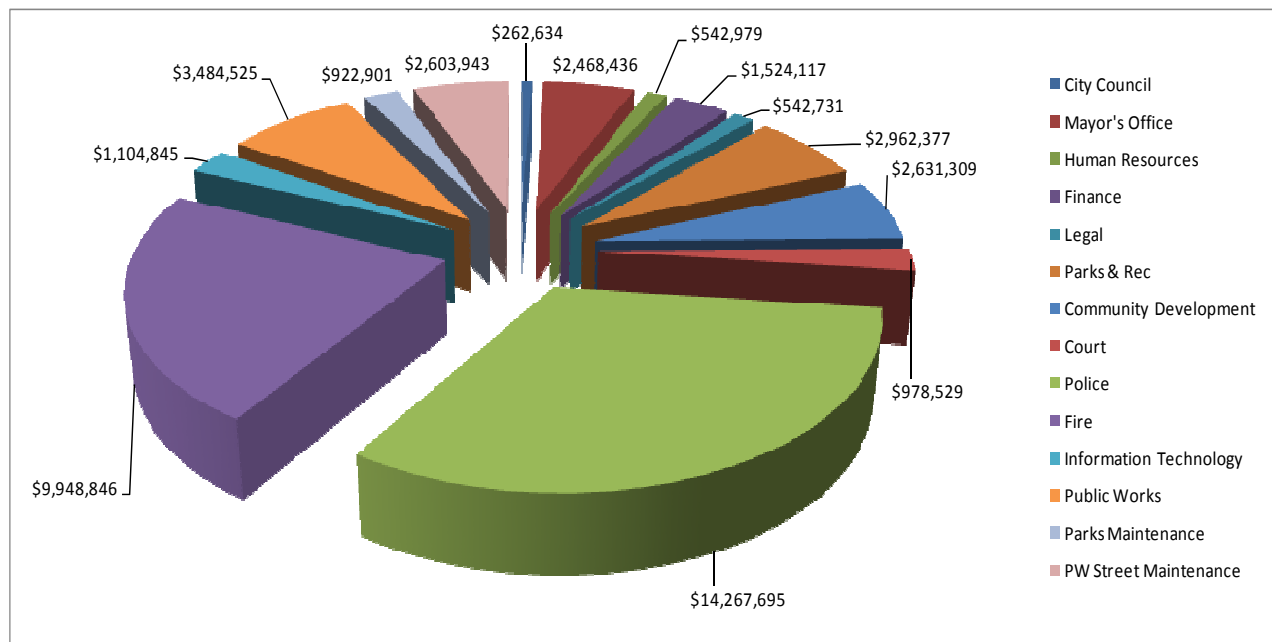
For non-City utilities, telecommunications accounts for 50% of total utility taxes received, natural gas is 26%, cable is 20% and electricity is 4%.

General Fund Expenditures by Department							
	2008	2009	2010	10-11	2011	11-12	2012
	Actual	Actual	Budget	% Change	Budget	% Change	Budget
City Council	\$ 261,235	\$ 261,235	\$ 261,235	0.54%	\$ 262,634	2.67%	\$ 269,655
Mayor's Office	2,140,561	2,492,492	2,595,765	-4.91%	2,468,436	2.21%	2,522,991
Human Resources	506,660	506,060	571,640	-5.01%	542,979	5.60%	573,396
Finance	1,932,285	1,963,333	1,921,309	-20.67%	1,524,117	5.18%	1,603,133
Legal	728,980	685,691	555,856	-2.36%	542,731	0.00%	542,734
Parks & Rec	3,158,534	3,350,801	3,471,420	-14.66%	2,962,377	-14.59%	2,530,147
Community Development	3,066,717	2,779,459	3,010,027	-12.58%	2,631,309	1.99%	2,683,579
Court	1,136,752	1,181,132	1,141,680	-14.29%	978,529	1.57%	993,849
Police	12,699,005	12,994,938	13,946,824	2.30%	14,267,695	-1.44%	14,062,710
Fire	10,152,352	9,874,049	10,205,813	-2.52%	9,948,846	2.79%	10,225,983
Information Technology	676,421	951,073	1,086,270	1.71%	1,104,845	4.44%	1,153,947
Public Works	3,608,739	5,756,107	4,851,223	-28.17%	3,484,525	3.71%	3,613,803
Parks Maintenance	965,020	979,084	1,006,554	-8.31%	922,901	1.31%	935,027
PW Street Maintenance	2,573,891	2,280,106	2,656,916	-1.99%	2,603,943	2.79%	2,676,535
Non-Departmental (Dept. 20)	376,896	709,444	305,000	2717.21%	8,592,495	-6.92%	7,997,752
Total Expenditures	\$ 43,984,048	\$ 46,765,003	\$ 47,587,532	11.03%	\$ 52,838,362	-0.86%	\$ 52,385,241

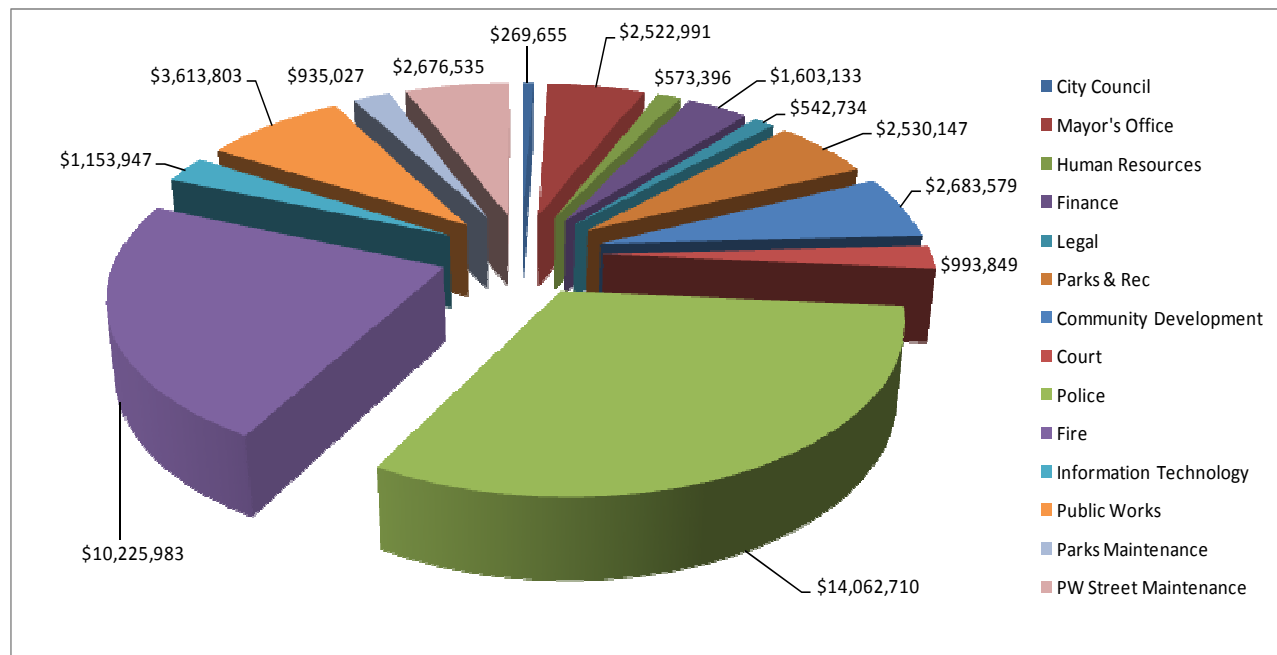
The City implemented a three-pronged approach to dealing with actual and projected revenue declines, particularly in the area of sales tax receipts. The approach adopted by the City Council was to 1) identify new revenue sources, 2) reduce the cost of programs and services being offered, and 3) reduce the cost of employee compensation.

Many of the reductions found above in 2011 compared to 2010 reflect the efforts of the City to reduce the cost of operations. This was accomplished through targeted program reductions in certain departments, staffing reductions, decreased contributions to the self-insurance fund as calculated by the City's health benefit consultant, and a voluntary reduction in the cost of living adjustment from the Tukwila firefighter bargaining unit. Excluding non-departmental expenses and mandatory transfers, the three-pronged budget strategy resulted in a 6.42% reduction in the cost of operations in the General Fund in 2011, and just a 0.32% increase for 2012.

2011 General Fund Expenditures by Department \$44.2 Million-excludes Non Departmental (Dept 20)



2012 General Fund Expenditures by Department \$44.4 Million-excludes Non Departmental (Dept 20)





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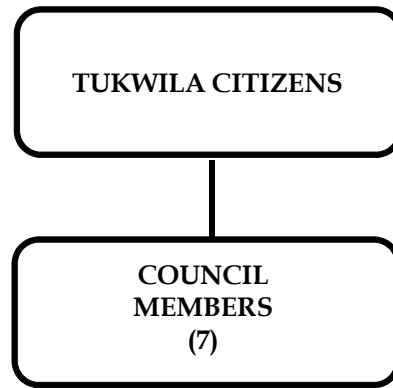
2011-2012 Biennial Budget
City of Tukwila, Washington
Expenditure Summary

Program	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget	2010-11 % Chg	2011-12 % Chg
City Council	\$ 261,235	\$ 251,563	\$ 282,970	\$ 262,634	\$ 269,655	-7.19%	2.67%
Mayor's Office	2,130,753	2,488,160	2,604,765	2,468,436	2,522,991	-5.23%	2.21%
Human Resources	506,660	506,060	571,640	542,979	573,396	-5.01%	5.60%
Finance	1,932,286	1,965,630	2,136,309	1,524,117	1,603,133	-28.66%	5.18%
City Attorney	728,980	685,691	595,856	542,731	542,734	-8.92%	0.00%
Parks & Recreation	4,123,554	4,329,885	4,502,974	3,885,278	3,465,174	-13.72%	-10.81%
Community Development	3,066,714	2,779,460	3,050,767	2,631,309	2,683,579	-13.75%	1.99%
Court	1,136,751	1,181,132	1,166,680	978,529	993,849	-16.13%	1.57%
Police	12,539,006	12,975,462	14,025,328	14,267,695	14,062,710	1.73%	-1.44%
Fire	9,852,352	11,973,539	11,155,773	9,948,846	10,225,983	-10.82%	2.79%
Information Technology	676,420	951,072	1,086,270	1,104,845	1,153,947	1.71%	4.44%
Public Works	6,182,629	5,936,724	6,570,839	6,088,468	6,290,338	-7.34%	3.32%
Total	<u>\$ 43,137,340</u>	<u>\$ 46,024,378</u>	<u>\$ 47,750,171</u>	44,245,867	44,387,489	-7.34%	0.32%
			Dept. 20	8,592,495	7,997,752		
				<u>\$ 52,838,362</u>	<u>\$ 52,385,241</u>		



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City Council



Goals & Accomplishments

DEPARTMENT: City Council (01)

FUND: General

RESPONSIBLE MANAGER: Allan Ekberg
Dennis Robertson

DIVISION: 511.600

FUND NUMBER: 000

POSITION: Council President 2011
Council President 2010

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 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 biennial budget with its implied policies is another Council responsibility. In addition, the Council approves comprehensive plans and capital improvement programs.

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

2009-2010 Accomplishments

- ◆ Sought out opportunities for Councilmembers to further their knowledge, experience and awareness of the different cultures represented within the Tukwila community.
- ◆ Supported programs and services that provide a sense of stability, community and unity throughout Tukwila's residential neighborhoods.
- ◆ Worked together in cooperation with nearby cities to address common problems in the Highway 99 corridor and Military Road.
- ◆ Provided 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.

City Council
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 158,389	\$ 165,576	\$ 172,137	\$ 174,426	\$ 177,720	1.33%	1.89%
20 Personnel Benefits	45,483	51,718	63,884	40,938	44,665	-35.92%	9.10%
30 Supplies	24,258	2,904	3,500	3,870	3,870	10.57%	0.00%
40 Other Services & Charges	33,105	31,365	52,400	43,400	43,400	-17.18%	0.00%
00 Other	-	-	(8,951)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	261,235	251,563	282,970	262,634	269,655	-7.19%	2.67%

REVENUE							
General Fund	261,235	251,563	282,970	262,634	269,655	-7.19%	2.67%
REVENUE TOTAL	\$ 261,235	\$ 251,563	\$ 282,970	\$ 262,634	\$ 269,655	-7.19%	2.67%

Summary of Budget Changes

Budget changes for the City Council include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 172,137	\$ 63,884	\$ 3,500	\$ 52,400	\$ -	\$ -	\$ (8,951)	\$ 282,970
2011 Changes								
Increase in Salaries and Wages	2,289							
Decrease in FICA		(146)						
Decrease in PERS		(3,127)						
Decrease in Industrial Insurance		(24)						
Decrease in Medical		(22,082)						
Increase in Employer contributions to Medical		2,433						
Distribute central supplies budget to depts			1,370					
Decrease supplies budget			(1,000)					
Decrease in Professional Services				(1,500)				
Decrease in Travel				(5,000)				
Decrease in Miscellaneous				(2,500)				
Reversal of prior year's budget reduction							8,951	
2011 Budget Totals	\$ 174,426	\$ 40,938	\$ 3,870	\$ 43,400	\$ -	\$ -	\$ -	\$ 262,634
2012 Changes								
Increase in Salaries and Wages	3,294							
Increase in FICA		252						
Increase in PERS		2,003						
Increase in Industrial Insurance		259						
Increase in Medical		100						
Increase in Employer contributions to Medical		1,113						
2012 Budget Totals	\$ 177,720	\$ 44,665	\$ 3,870	\$ 43,400	\$ -	\$ -	\$ -	\$ 269,655

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

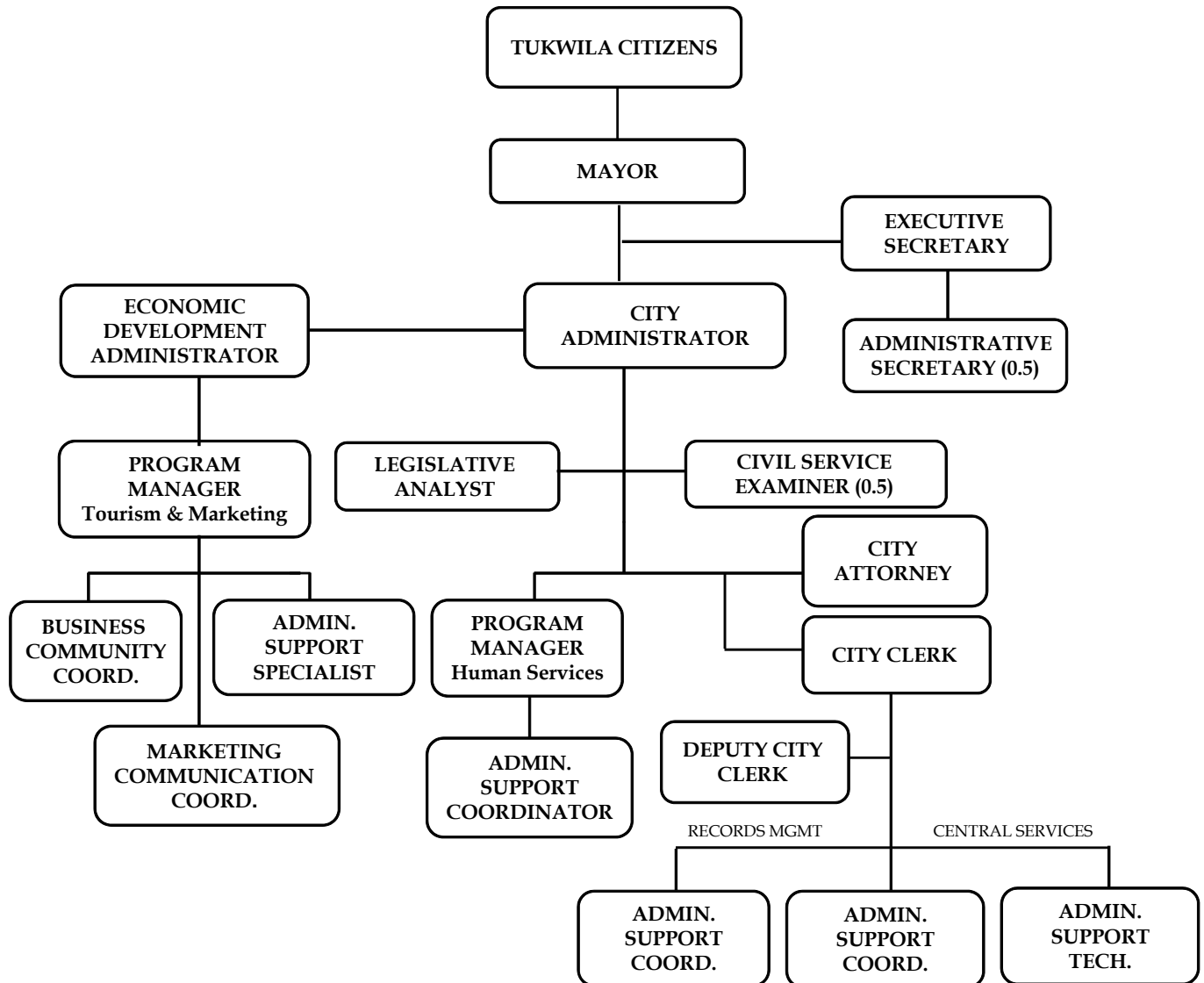
PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Councilmembers	7	7	\$ 88,200	\$ 14,897	7	\$ 88,200	\$ 15,482
Legislative Analyst	1	1	86,226	26,041	1	89,520	29,183
Department Total	8	8	\$ 174,426	\$ 40,938	8	\$ 177,720	\$ 44,665

Professional Contract

Professional services contracts in the City Council budget include retreat facilitator fees, travel expenses, memberships and dues among other items.

Account Number	Purpose	2011	2012
000.01.511.600.41.00	Professional facilitator fees for annual council retreat	\$ 1,500	\$ 1,500
000.01.511.600.42.00	Operation costs for eight cell cards for use in tablet PC's	4,400	4,400
000.01.511.600.43.00	Travel expenses for trng, mtgs, retreat: NLC, AWC, SCA, Chamber	25,000	25,000
000.01.511.600.49.00	Memberships, registration, training fees for NLC, AWC, etc	10,500	10,500
000.01.511.600.49.00	Public information items for Council related events and meetings	2,000	2,000
	Total Professional Services	\$ 43,400	\$ 43,400

Mayor's Office



2011-2012 Biennial Budget
Mayor's Office
Boards, Commissions, Administration

Program	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget	2010-11 % Chg	2011-12 % Chg
Mayor's Office	\$ 1,012,771	\$ 1,228,563	\$ 1,246,433	\$ 1,095,779	\$ 1,131,565	-12.09%	3.27%
Human Services	495,472	573,696	584,706	689,359	699,683	17.90%	1.50%
Sister Cities Committee	800	7,706	5,700	2,975	2,975	-47.81%	0.00%
Planning Commission	2,380	1,993	3,500	3,750	3,750	7.14%	0.00%
Equity & Diversity Committee	4,970	1,504	6,200	3,257	3,257	-47.47%	0.00%
Arts Commission	24,988	28,374	52,000	26,600	26,000	-48.85%	-2.26%
Parks Commission	3,764	2,866	3,500	3,688	3,688	5.37%	0.00%
Library Advisory Board	4,863	2,791	5,000	5,000	5,000	0.00%	0.00%
City Clerk	580,745	640,667	697,726	638,028	647,073	-8.56%	1.42%
Total	\$ 2,130,753	\$ 2,488,160	\$ 2,604,765	\$ 2,468,436	\$ 2,522,991	-5.23%	2.21%

Goals & Accomplishments

DEPARTMENT: Mayor (03)

FUND: General

RESPONSIBLE MANAGER: Jim Haggerton

DIVISION: 513.100/552.100/516.202

FUND NUMBER: 000

POSITION: Mayor

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.

2009-2010 Accomplishments

- ◆ Continued Mayor's involvement in regional efforts including but not limited to Cascade Water Alliance, Valley Communications, WRIA 9 Forum, King County Flood Control District, Association of Washington Cities, National League of Cities and Suburban Cities Association.
- ◆ Moved forward on a pedestrian-friendly development connecting the Sounder Commuter Rail station and the Tukwila Urban Center.
- ◆ Led efforts to increase efficiency of City staff and to provide superior services to our citizens, through technology and streamlined processes, in a cost effective manner.

2011 Program Goals

- ◆ Lead efforts to improve image and safety along Tukwila International Boulevard.
- ◆ Move Tukwila Village Development forward to construction and completion.
- ◆ Lead efforts to increase efficiency of City staff and to provide superior services to our citizens, through technology and streamlined processes, in a cost effective manner.
- ◆ Continue efforts to improve communications between the City and City residents, business community members, and visitors.
- ◆ Provide leadership and support in addressing concerns and improving all aspects of our residential neighborhoods.
- ◆ Prepare draft Civil Service Desk Manual and update Civil Service Rules.

2012 Program Goals

- ◆ Lead efforts to improve image and safety along Tukwila International Boulevard.
- ◆ Move Tukwila Village Development forward to construction and completion.
- ◆ Lead efforts to increase efficiency of City staff and to provide superior services to our citizens, through technology and streamlined processes, in a cost effective manner.
- ◆ Continue efforts to improve communications between the City and City residents, business community members, and visitors.
- ◆ Provide leadership and support in addressing concerns and improving all aspects of our residential neighborhoods.
- ◆ Prepare draft Civil Service Desk Manual and update Civil Service Rules.

Mayor Administration
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 487,197	\$ 550,543	\$ 619,189	\$ 513,048	\$ 527,832	-17.14%	2.88%
20 Personnel Benefits	141,757	147,568	184,169	134,995	151,182	-26.70%	11.99%
30 Supplies	16,178	19,659	10,125	10,440	10,440	3.11%	0.00%
40 Other Services & Charges	367,634	510,792	500,760	433,296	438,111	-13.47%	1.11%
50 Intergovt. Services & Taxes	5	1	4,000	4,000	4,000	0.00%	0.00%
00 Other	-	-	(71,810)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	1,012,771	1,228,563	1,246,433	1,095,779	1,131,565	-12.09%	3.27%

REVENUE							
General Fund	1,012,771	1,228,563	1,246,433	1,095,779	1,131,565	-12.09%	3.27%
REVENUE TOTAL	\$ 1,012,771	\$ 1,228,563	\$ 1,246,433	\$ 1,095,779	\$ 1,131,565	-12.09%	3.27%

Summary of Budget Changes

Budget changes for the Mayor's Office include health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget. Other changes include movement of Public Defender costs from Municipal Court to the Mayor's Office and removal of funding for some one-time purchases.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 619,189	\$ 184,169	\$ 10,125	\$ 500,760	\$ 4,000	\$ -	\$ (71,810)	\$ 1,246,433
2011 Changes								
Decrease in Salaries and Wages	(93,141)							
Decrease in Extra Labor	(13,000)							
Decrease in FICA		(12,965)						
Decrease in PERS		(65)						
Increase in Industrial Insurance		437						
Increase in Medical		46						
Decrease in Employer contributions to Medical		(36,627)						
Increase in operating supplies			315					
Eliminate Tukwila South consultant				(48,000)				
Reduce DC consultant and eliminate Olympia consultant				(100,000)				
Eliminate Tom Nesbitt contract				(12,500)				
Eliminate funding for City Hall space planning				(7,500)				
Decrease in miscellaneous professional services				(5,000)				
Increase in Public Defender Cost (moved from Court)				163,000				
Increase in Equipment Replacement				6,093				
Decrease in Equipment Rental O&M				(2,607)				
Decrease in miscellaneous professional services				(1,000)				
Eliminate funding for Enterprise Seattle				(15,000)				
Decrease in dues and subscriptions				(4,000)				
Increase funding for employee appreciation (moved from Parks & Rec)				15,000				
Reduce funding for CTR Reimbursement				(11,500)				
Decrease in Hearing examiner fees				(3,800)				
Eliminate reimbursement for student attendance at Museum of Flight				(10,000)				
Decrease in public safety testing				(3,900)				
Decrease in travel				(1,250)				
Decrease in advertising				(1,500)				
Decrease in operating rentals and leases				(2,000)				
Decrease in conference registration				(750)				
Decrease in printing				(250)				
Decrease in translation fees				(2,500)				
Decrease in graphic design				(500)				
Decrease-South KC Economic Study contract				(500)				
Decrease Enterprise Seattle funding				(17,500)				
Reversal of prior year's budget reduction							71,810	
2011 Budget Totals	\$ 513,048	\$ 134,995	\$ 10,440	\$ 433,296	\$ 4,000	\$ -	\$ -	\$ 1,095,779
2012 Changes								
Increase in Salaries & Wages	14,784							
Increase in FICA		651						
Increase in PERS		11,260						
Increase in Industrial Insurance		161						
Increase in Medical		548						
Increase in Employer contributions to Medical		3,567						
Budget for Chambers expenses				5,000				
Decrease in equipment replacement				(3,985)				
Increase in hearing examiner fees				3,800				
2012 Budget Totals	\$ 527,832	\$ 151,182	\$ 10,440	\$ 438,111	\$ 4,000	\$ -	\$ -	\$ 1,131,565

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Mayor	1	1	\$ 93,696	\$ 27,372	1	\$ 96,504	\$ 30,600
City Administrator	1	1	149,448	33,439	1	153,864	37,845
Economic Development Admin	1	1	123,168	24,411	1	126,840	27,785
Executive Secretary	1	1	66,888	26,402	1	68,880	29,120
Civil Service Examiner	1	1	64,848	22,870	1	66,744	25,333
Analyst	1	-	-	-	-	-	-
Extra Labor			15,000	501		15,000	499
Department Total	6	5	\$ 513,048	\$ 134,995	5	\$ 527,832	\$ 151,182

Professional Contract

Professional services contracts for the Mayor's Office include public defender costs, lobbying and consulting, equipment replacement and related O&M expenses, and various City memberships and dues, among other items.

Account Number	Purpose	2011	2012
000.03.512.500.41.00	Public Defender Costs (formerly in Court budget)	\$ 163,000	\$ 163,000
000.03.513.100.41.02	Washington DC and Olympia consultants	70,000	70,000
000.03.513.100.43.00	Travel for NCL, AWC conferences, Seattle Chamber annual meeting, etc.	9,000	9,000
000.03.513.100.45.94	Replacement fund for Mayor's Office vehicle	6,093	2,108
000.03.513.100.45.95	Equipment O & M for Mayor's Office vehicle	11,000	11,000
000.03.513.100.48.00	Repairs for Mayor's Office copier (1) and printers (2)	4,000	4,000
000.03.513.100.49.00	Community recognition, City lapel pins, keys to the City, misc.	4,250	4,250
000.03.513.100.49.01	PSRC & Other memberships	10,000	10,000
000.03.513.100.49.01	Suburban Cities Association membership	6,000	6,000
000.03.513.100.49.01	Clean Air Agency membership	10,500	10,500
000.03.513.100.49.01	Association of Washington Cities membership	9,000	9,000
000.03.513.100.49.01	National League of Cities membership	2,000	2,000
000.03.513.100.49.01	Misc. memberships and subscriptions	2,550	2,550
000.03.513.100.49.03	Employee appreciation (formerly in Parks & Rec budget)	15,000	15,000
000.03.513.100.49.05	Registrations: AWC and NLC meetings, other meetings and training	2,500	2,500
000.03.513.100.49.51	Carpool subsidies	1,000	1,000
000.03.513.100.49.53	Hearing Examiner fees for appeals	2,000	5,800
000.03.513.100.49.56	Green initiatives to be identified by departments	58,153	58,153
	Total Mayor's Office Professional Services	\$ 386,046	\$ 385,861

Account Number	Purpose	2011	2012
000.03.552.100.41.00	SKCEDI: Small Business Development Center	\$ 10,000	\$ 10,000
000.03.552.100.41.00	SKCEDI: Seattle Southside Business Attraction	3,000	7,500
000.03.552.100.41.00	South King County Economic Study	1,500	1,500
000.03.552.100.41.00	Miscellaneous professional services	500	500
000.03.552.100.43.00	Meals, mileage, and training	2,250	2,250
000.03.552.100.44.00	Marketing info and materials	2,000	2,000
000.03.552.100.49.00	Enterprise Seattle, website improvements, NW Properties website, Chambers	14,500	15,000
	Total Economic Development Professional Services	\$ 33,750	\$ 38,750

Account Number	Purpose	2011	2012
000.03.516.202.41.00	Public Safety Testing agency fees, facilities use fees, misc professional svcs	\$ 7,500	\$ 7,500
000.03.516.202.43.00	Meals, mileage, parking, lodging for civil service conference and PST mtgs	500	500
000.03.516.202.44.00	Advertising for non-commissioned, lateral police and firefighters positions	2,500	2,500
000.03.516.202.45.00	Standardized and custom tests for non-commissioned positions	2,000	2,000
000.03.516.202.49.00	Professional training and conference registrations	750	750
000.03.516.202.49.01	Printing of brochures and recruitment cards	250	250
	Total Civil Service Professional Services	\$ 13,500	\$ 13,500

	Total Mayor's Office Professional Services	\$ 433,296	\$ 438,111
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Goals & Accomplishments

DEPARTMENT: Mayor (03) – Human Services

FUND: General

RESPONSIBLE MANAGER: Evelyn Boykan

DIVISION: 557.201

FUND NUMBER: 000

POSITION: Program Manager

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.

2009-2010 Accomplishments

- ◆ Awarded through competitive application \$175,000 for subregional minor home repair program serving over 40 Tukwila households, and coordinating with cities of SeaTac, Des Moines, and Covington.
- ◆ Assisted over 2,000 requests for information and referral, including homelessness prevention.
- ◆ Participated in regional electronic application for human services, streamlining process for area non-profits.
- ◆ Achieved successful provision of services from 26 non-profit agencies.

2011 Program Goals

- ◆ Implement, manage and monitor 2011 Human Services contracts and Minor Home Repair Program with cities of SeaTac, Des Moines and Covington.
- ◆ Provide information and referral services to Tukwila residents and service providers.
- ◆ Outreach to diverse Tukwila residents to identify needs and match with resources.
- ◆ Serve as City liaison for Community Development Block Grant and federal, state and county housing and homeless resources.
- ◆ Coordinate with other departments to streamline access to human service resources.
- ◆ Coordinate with community based organizations to more effectively serve Tukwila residents.
- ◆ Provide support and coordination for Tukwila for Global to Local project.
- ◆ Support South King County Community Capacity Project.
- ◆ Coordinate with other departments to provide emergency preparedness support in the areas of case management, housing, and human services assistance.

2012 Program Goals

- ◆ Implement, manage and monitor 2012 Human Services contracts and Minor Home Repair Program with cities of SeaTac, Des Moines and Covington.
- ◆ Conduct Request for Proposal Process for non-profits, coordinating with Egov and South King county cities.
- ◆ Provide information and referral services to Tukwila residents and service providers.
- ◆ Outreach to diverse Tukwila residents to identify needs and match with resources.
- ◆ Serve as City liaison for Community Development Block Grant and federal, state and county housing and homeless resources.
- ◆ Coordinate with other departments to streamline access to human service resources.
- ◆ Coordinate with community based organizations to more effectively serve Tukwila residents.
- ◆ Provide support and coordination for Tukwila for Global to Local project.
- ◆ Support South King County Community Capacity Project.
- ◆ Coordinate with other departments to provide emergency preparedness support in the areas of case management, housing, and human services assistance.

Human Services
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 134,361	\$ 148,603	\$ 146,141	\$ 157,265	\$ 161,945	7.61%	2.98%
20 Personnel Benefits	46,115	49,621	48,265	46,936	52,580	-2.75%	12.02%
30 Supplies	329	1,195	1,500	1,688	1,688	12.53%	0.00%
40 Other Services & Charges	314,667	374,277	388,800	483,470	483,470	24.35%	0.00%
EXPENDITURE TOTAL	495,472	573,696	584,706	689,359	699,683	17.90%	1.50%

REVENUE							
General Fund	495,472	573,696	584,706	689,359	699,683	17.90%	1.50%
REVENUE TOTAL	\$ 495,472	\$ 573,696	\$ 584,706	\$ 689,359	\$ 699,683	17.90%	1.50%

Summary of Budget Changes

Budget changes for the Human Services budget include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget. Another change is movement of funding for the Community Schools Collaboration from Parks & Recreation to Human Services.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 146,141	\$ 48,265	\$ 1,500	\$ 388,800	\$ -	\$ -	\$ -	\$ 584,706
2011 Changes								
Increase in Salaries and Wages	11,124							
Increase in FICA		659						
Increase in PERS		3,112						
Increase in Industrial Insurance		144						
Decrease in Medical		(562)						
Decrease in Employer contributions to Medical		(4,682)						
Increase in Office & Operating Supplies			188					
Eliminate bond refunding budget adjustments				(50,000)				
Move Community Schools Collaboration funding from Parks & Rec				100,000				
Increase in total program awards				14,340				
Increase for mini RFP-Positive and Health Family Relations				31,330				
Eliminate Tukwila Children's Foundation Grant				(1,000)				
2011 Budget Totals	\$ 157,265	\$ 46,936	\$ 1,688	\$ 483,470	\$ -	\$ -	\$ -	\$ 689,359
2012 Changes								
Increase in Salaries and Wages	4,680							
Increase in FICA		358						
Increase in PERS		3,534						
Increase in Industrial Insurance		64						
Increase in Medical		686						
Increase in Employer contributions to Medical		1,002						
2012 Budget Totals	\$ 161,945	\$ 52,580	\$ 1,688	\$ 483,470	\$ -	\$ -		\$ 699,683

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Program Manager	1	1	\$ 96,192	\$ 21,556	1	\$ 99,096	\$ 24,680
Admin Support Coordinator	1	1	60,000	25,380	1	61,776	27,900
Extra Labor			500	-		500	-
Overtime			573	-		573	-
Department Total	2	2	\$ 157,265	\$ 46,936	2	\$ 161,945	\$ 52,580

Professional Contract

Professional services contracts for Human Services includes various contracts for the provision of health, safety and welfare programs, among others.

Account Number	Purpose	2011	2012
000.03.557.201.41.00	Information & Referral: Childcare Resources	\$ 5,000	\$ 5,000
000.03.557.201.41.00	Information & Referral: Crisis Clinic 2-1-1	1,500	1,500
000.03.557.201.41.00	Information & Referral: Crisis Clinic 24-hr crisis line	2,610	2,610
000.03.557.201.41.00	Information & Referral: Crisis Clinic Teen Link	1,500	1,500
000.03.557.201.41.00	Information & Referral: DAWN Crisis Line	2,000	2,000
000.03.557.201.41.00	Other: SKCHS - Capacity Building Project	5,000	5,000
000.03.557.201.41.00	Positive & Health Family Relationships: Institute for Family Dev./PACT	21,600	21,600
000.03.557.201.41.00	Positive & Health Family Relationships: KC Sexual Assault Resource Ctr	8,305	8,305
000.03.557.201.41.00	Positive & Health Family Relationships: RAYS School Based Youth Dev.	55,100	55,100
000.03.557.201.41.00	Positive & Health Family Relationships: YWCA Children's DV Services	4,326	4,326
000.03.557.201.41.00	Support for Self Sufficiency: Elder/Adult Day Services - Adult Day Health	5,000	5,000
000.03.557.201.41.00	Support for Self Sufficiency: Literacy Source - ESL Samara	15,400	15,400
000.03.557.201.41.00	Support for Self Sufficiency: ReWA - Family Support & case management	20,000	20,000
000.03.557.201.41.00	Support for Self Sufficiency: Senior Services Meals on Wheels	6,873	6,873
000.03.557.201.41.00	Support for Self Sufficiency: Senior Services Volunteer Transportation	1,120	1,120
000.03.557.201.41.00	Support for Self Sufficiency: Somali Community Services Coalition	12,500	12,500
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Auburn Youth Resources	2,500	2,500
000.03.557.201.41.00	Safety Net Urgent Basic Needs: CCS Emergency Financial Assistance	16,442	16,442
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Multi Service Center Emergency Assistance	15,000	15,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Center for Children - Safe Havens Visitation	3,000	3,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Consejo SKC Latina DV Advocacy Program	2,988	2,988
000.03.557.201.41.00	Safety Net Urgent Basic Needs: DAWN Community Advocacy Program	2,000	2,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: YWCA Domestic Violence Advocate	4,992	4,992
000.03.557.201.41.00	Safety Net Urgent Basic Needs: DAWN Continuum Housing Services	7,000	7,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Dynamic Family Svcs/Children's Therapy	5,750	5,750
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Health Point Dental Care	4,550	4,550
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Health Point Medical Care	5,000	5,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Highline Youth Health Center	7,500	7,500
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Hospitality House	5,000	5,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Multi Service Center Emer/Trans Housing	4,000	4,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Multi Service Center Housing Stability	30,000	30,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Pregnancy Aid	2,000	2,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Sound Mental Health	12,500	12,500
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Tukwila Pantry	21,442	21,442
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Emergency Feeding, Hunger Relief	2,000	2,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Way Back Inn Transitional Housing	9,000	9,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: YWCA Emergency Housing Program	3,342	3,342
000.03.557.201.41.00	Community Schools Collaboration (formerly in Parks & Rec)	100,000	100,000
000.03.557.201.41.00	Positive and Health Family Relations-School Based Drug/Alcohol Counselor	31,330	31,330
000.03.557.201.41.00	Contingency Funding	15,800	15,800
000.03.557.201.43.00	Parking for various meetings - regional and subregional	500	500
000.03.557.201.49.00	Associations, registrations, professional development, translation, childcare	1,500	1,500
000.03.557.201.49.01	Human Services Commission mtgs, food, program registrations, materials	500	500
	Total Professional Services	\$ 483,470	\$ 483,470

Goals & Accomplishments

DEPARTMENT: Mayor (03) – Sister Cities Comm.

FUND: General

RESPONSIBLE MANAGER: Steve Lancaster

DIVISION: 513.204

FUND NUMBER: 000

POSITION: City Administrator

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 2011 or 2012.

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).

2009-2010 Accomplishments

- ◆ Raised funds for Spring 2009 visit.
- ◆ Recruited student/adult delegation and planned 2009 visit.

2011 Program Goals

- ◆ Raise funds for next visit.
- ◆ Recruit student/adult participants for next visit.

2012 Program Goals

- ◆ Raise funds for next visit.
- ◆ Recruit student/adult participants for next visit.

Sister City Committee
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ 707	\$ 1,478	\$ 1,000	\$ 425	\$ 425	-57.50%	0.00%
40 Other Services & Charges	93	6,228	4,700	2,550	2,550	-45.74%	0.00%
EXPENDITURE TOTAL	800	7,706	5,700	2,975	2,975	-47.81%	0.00%

REVENUE							
General Fund	800	7,706	5,700	2,975	2,975	-47.81%	0.00%
REVENUE TOTAL	\$ 800	\$ 7,706	\$ 5,700	\$ 2,975	\$ 2,975	-47.81%	0.00%

Summary of Budget Changes

Budget changes for the Sister City Committee include implementation of program and service reductions for the 2011-2012 biennial budget.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ 1,000	\$ 4,700	\$ -	\$ -	\$ -	\$ 5,700
2011 Changes								
Decrease in delegation gifts/activity costs			(700)					
Distribute central supplies budget to depts			125					
Decrease in travel expenses				(1,150)				
Decrease in promotional brochures				(650)				
Decrease in post visit memoir books				(350)				
2011 Budget Totals	\$ -	\$ -	\$ 425	\$ 2,550	\$ -	\$ -	\$ -	\$ 2,975
2012 Budget Totals	\$ -	\$ -	\$ 425	\$ 2,550	\$ -	\$ -	\$ -	\$ 2,975

Professional Contract

Professional services contracts for the Sister Cities Committee include translation services, travel and registrations, among others.

Account Number	Purpose	2011	2012
000.03.513.204.41.00	Translation services, tour planning agency fees	\$ 500	\$ 500
000.03.513.204.43.00	Combined Sister Cities mtgs w/The Dalles, assigned staff travel to Miyoshi	1,350	1,550
000.03.513.204.49.00	Registrations, prof. Trng, development fo brochures, post-visit memoir books	700	500
	Total Professional Services	\$ 2,550	\$ 2,550

Goals & Accomplishments

DEPARTMENT: Mayor (03) – Planning Comm.

FUND: General

RESPONSIBLE MANAGER: Steve Lancaster

DIVISION: 558.600

FUND NUMBER: 000

POSITION: City Administrator

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. It also reviews and makes recommendations regarding the Comprehensive Plan and Zoning Regulations.

2009-2010 Accomplishments

- ◆ Reviewed Sign Code update.
- ◆ Reviewed Tukwila Urban Center Plan.
- ◆ Reviewed Walk and Roll Plan.
- ◆ Reviewed amendments to the Comprehensive Plan.
- ◆ Reviewed Sensitive Area Ordinance provisions.
- ◆ Joint meeting with Seatac Planning Commission.
- ◆ Reviewed Shoreline Master Program update.
- ◆ Reviewed electric vehicle infrastructure regulations.

2011 Program Goals

- ◆ Review Manufacturing Industrial Center Plan & Planned Action.
- ◆ Review Tukwila Urban Center Plan.
- ◆ Continue the Comprehensive Plan Update.

2012 Program Goals

- ◆ Review Tree Ordinance.
- ◆ Review the Tukwila International Boulevard Plan.
- ◆ Review Transit Oriented Development Plan for Tukwila International Boulevard Station.
- ◆ Update the Comprehensive Plan.

Planning Commission
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ 1,593	\$ 1,463	\$ 2,000	\$ 2,250	\$ 2,250	12.50%	0.00%
40 Other Services & Charges	787	530	1,500	1,500	1,500	0.00%	0.00%
EXPENDITURE TOTAL	2,380	1,993	3,500	3,750	3,750	7.14%	0.00%

REVENUE							
General Fund	2,380	1,993	3,500	3,750	3,750	7.14%	0.00%
REVENUE TOTAL	\$ 2,380	\$ 1,993	\$ 3,500	\$ 3,750	\$ 3,750	7.14%	0.00%

Summary of Budget Changes

Budget changes for the Planning Commission include a small increase in funding for various supplies used by the Commission.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ 2,000	\$ 1,500	\$ -	\$ -	\$ -	\$ 3,500
2011 Changes								
Distribute central supplies budget to depts			250					
2011 Budget Totals	\$ -	\$ -	\$ 2,250	\$ 1,500	\$ -	\$ -	\$ -	\$ 3,750
2012 Budget Totals	\$ -	\$ -	\$ 2,250	\$ 1,500	\$ -	\$ -	\$ -	\$ 3,750

Professional Contract

Professional services contracts for the Planning Commission include travel expenses and memberships, among others.

Account Number	Purpose	2011	2012
000.03.558.600.43.00	Meals, mileage, parking for State APA conference, training, meetings	\$ 500	\$ 500
000.03.558.600.49.00	APA memberships for 7 commissioners, plus miscellaneous expenses	1,000	1,000
	Total Professional Services	\$ 1,500	\$ 1,500

Goals & Accomplishments

DEPARTMENT: Mayor (03) – Equity & Diversity Comm.

DIVISION: 513.203

FUND: General

FUND NUMBER: 000

RESPONSIBLE MANAGER: Steve Lancaster

POSITION: City Administrator

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.

2009-2010 Accomplishments

- ◆ Linked agencies and residents to cultural resources in the community.
- ◆ Supported Foster High School's Multicultural Action Committee with their cultural programs and training.
- ◆ Participated in *Walk in My Shoes* world relief program supporting Somalia

2011 Program Goals

- ◆ Lead efforts to improve image and safety along Tukwila International Boulevard.
- ◆ Promote educational and cultural programs that showcase and celebrate the rich cultural and ethnic diversity of the Tukwila community.
- ◆ Serve as the primary liaison between the City of Tukwila, school district, businesses/organizations and other agencies on issues of equity and diversity.
- ◆ Proactively foster/develop partnerships among entities and groups that are working to promote a more equitable Tukwila for all members of our community.

2012 Program Goals

- ◆ Lead efforts to improve image and safety along Tukwila International Boulevard.
- ◆ Promote educational and cultural programs that showcase and celebrate the rich cultural and ethnic diversity of the Tukwila community.
- ◆ Serve as the primary liaison between the City of Tukwila, school district, businesses/organizations and other agencies on issues of equity and diversity.
- ◆ Proactively foster/develop partnerships among entities and groups that are working to promote a more equitable Tukwila for all members of our community.

Equity and Diversity Commission
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ 353	\$ 449	\$ 1,200	\$ 1,357	\$ 1,357	13.08%	0.00%
40 Other Services & Charges	4,617	1,055	5,000	1,900	1,900	-62.00%	0.00%
EXPENDITURE TOTAL	4,970	1,504	6,200	3,257	3,257	-47.47%	0.00%

REVENUE							
General Fund	4,970	1,504	6,200	3,257	3,257	-47.47%	0.00%
REVENUE TOTAL	\$ 4,970	\$ 1,504	\$ 6,200	\$ 3,257	\$ 3,257	-47.47%	0.00%

Summary of Budget Changes

Budget changes for the Equity and Diversity Commission consist of implementation of program and service reductions for the 2011-2012 biennial budget.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ 1,200	\$ 5,000	\$ -	\$ -	\$ -	\$ 6,200
2011 Changes								
Distribute central supplies budget to depts			157					
Decrease in program costs and grants to applicants for events that align with goals of the commission				(3,100)				
2011 Budget Totals	\$ -	\$ -	\$ 1,357	\$ 1,900	\$ -	\$ -	\$ -	\$ 3,257
2012 Budget Totals	\$ -	\$ -	\$ 1,357	\$ 1,900	\$ -	\$ -	\$ -	\$ 3,257

Professional Contract

Professional services for the Equity and Diversity Commission include program costs and miscellaneous small grants.

Account Number	Purpose	2011	2012
000.03.513.203.49.00	Equity & Diversity Commission program costs including grants	\$ 1,900	\$ 1,900
	Total Professional Services	\$ 1,900	\$ 1,900

Goals & Accomplishments

DEPARTMENT: Mayor (03) – Arts Commission

FUND: General

RESPONSIBLE MANAGER: Steve Lancaster

DIVISION: 573/594

FUND NUMBER: 000

POSITION: City Administrator

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.

2009-2010 Accomplishments

- ◆ Promoted and increased participation in the Recycled Art Show by 25%.
- ◆ Partnered with Sister Community and co-sponsored All Nations Cup Art Show and performing arts events.
- ◆ Continued fundraising opportunities in efforts to raise \$250,000 for the centennial art piece at the new Klickitat off-ramp.
- ◆ Implemented the new art selection policy.

2011 Program Goals

- ◆ Integrate Rotating Art Program within City Buildings.
- ◆ Promote and increase participation in annual art shows by 10%.
- ◆ Continue to promote artistic and cultural activities for residents, businesses and visitors.
- ◆ Collaborate with the Parks Commission to design and distribute a self-guided brochure of Tukwila's Parks and Arts.

2012 Program Goals

- ◆ Integrate Rotating Art Program within City Buildings.
- ◆ Promote and increase participation in annual art shows by 10%.
- ◆ Continue to promote artistic and cultural activities for residents, businesses and visitors.
- ◆ Collaborate with the Parks Commission to design and distribute a self-guided brochure of Tukwila's Parks and Arts.

Community Promotion (Arts)
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ 743	\$ 4,169	\$ 2,500	\$ 6,535	\$ 9,035	161.40%	38.26%
40 Other Services & Charges	17,711	24,205	31,500	20,065	16,965	-36.30%	-15.45%
60 Capital Outlays	6,534	-	18,000	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	24,988	28,374	52,000	26,600	26,000	-48.85%	-2.26%

REVENUE							
General Fund	24,988	28,374	52,000	26,600	26,000	-48.85%	-2.26%
REVENUE TOTAL	\$ 24,988	\$ 28,374	\$ 52,000	\$ 26,600	\$ 26,000	-48.85%	-2.26%

Summary of Budget Changes

Budget changes for the Arts Commission consist of program and service reductions for the 2011-2012 biennial budget.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ 2,500	\$ 31,500	\$ -	\$ 18,000	\$ -	\$ 52,000
2011 Changes								
Decrease Supplies			(1,000)					
Move banner supplies funding from capital			5,035					
Eliminate Music in the Park Program				(2,500)				
Increase King County Cultural Education				1,100				
Decrease Advertising				(2,550)				
Decrease in Repairs and Maintenance				(4,500)				
Decrease Miscellaneous Professional Services				(235)				
Eliminate Centennial Project Mgmt funding				(2,750)				
Move banner supplies funding to supplies						(3,000)		
Eliminate funding for centennial city art purchase						(15,000)		
2011 Budget Totals	\$ -	\$ -	\$ 6,535	\$ 20,065	\$ -	\$ -	\$ -	\$ 26,600
2012 Changes								
Move Arts and Cultural purchases to Supplies			2,500					
Decrease King County Cultural Education				(600)				
Decrease Repair and Maintenance				(2,500)				
2012 Budget Totals	\$ -	\$ -	\$ 9,035	\$ 16,965	\$ -	\$ -	\$ -	\$ 26,000

Professional Contract

Professional services contracts for the Arts Commission include various programs in support of the arts and culture within the Tukwila community.

Account Number	Purpose	2011	2012
000.03.573.900.41.01	Rainier Symphony	\$ 7,000	\$ 7,000
000.03.573.900.41.03	King County Cultural Education Grant for sustained support activities	5,600	5,000
000.03.573.900.44.00	Advertising for Recycled Art Show and Rotating Art Exhibit	450	450
000.03.573.900.45.00	Equipment rentals for art shows (Tukwila Days and Recycled Art Show)	500	500
000.03.573.900.48.00	Repairs and maintenance of artwork	5,000	2,500
000.03.573.900.49.00	Memberships, training and workshops	1,515	1,515
	Total Professional Services	\$ 20,065	\$ 16,965

Goals & Accomplishments

DEPARTMENT: Mayor (03) – Parks Commission

FUND: General

RESPONSIBLE MANAGER: Steve Lancaster

DIVISION: 576.800

FUND NUMBER: 000

POSITION: City Administrator

Description

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

2009-2010 Accomplishments

- ◆ Sponsored grand openings of Codiga Farm Park and Duwamish Riverbend Hill – Phase I.
- ◆ Reviewed and assisted Administration on all 2009-2010 CIP projects.
- ◆ Attended Board & Commission workshops sponsored by the Washington Recreation and Parks Association.

2011 Program Goals

- ◆ Review and assist administration on all 2011 CIP projects.
- ◆ Attend Board & Commission workshops sponsored by the Washington Recreation and Parks Association.

2012 Program Goals

- ◆ Review and assist administration on all 2012 CIP projects.
- ◆ Attend Board & Commission workshops sponsored by the Washington Recreation and Parks Association.

Parks Commission
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ 475	\$ 99	\$ 1,500	\$ 1,688	\$ 1,688	12.53%	0.00%
40 Other Services & Charges	3,289	2,767	2,000	2,000	2,000	0.00%	0.00%
EXPENDITURE TOTAL	3,764	2,866	3,500	3,688	3,688	5.37%	0.00%

REVENUE							
General Fund	3,764	2,866	3,500	3,688	3,688	5.37%	0.00%
REVENUE TOTAL	\$ 3,764	\$ 2,866	\$ 3,500	\$ 3,688	\$ 3,688	5.37%	0.00%

Summary of Budget Changes

Budget changes for the Parks Commission consist of an allocation of central supplies budget.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ 1,500	\$ 2,000	\$ -	\$ -	\$ -	\$ 3,500
2011 Changes								
Distribute central supplies budget to depts			188					
2011 Budget Totals	\$ -	\$ -	\$ 1,688	\$ 2,000	\$ -	\$ -	\$ -	\$ 3,688
2012 Budget Totals	\$ -	\$ -	\$ 1,688	\$ 2,000	\$ -	\$ -	\$ -	\$ 3,688

Professional Contract

Professional services contracts for the Parks Commission consist of memberships, training and workshops.

Account Number	Purpose	2011	2012
000.03.576.800.49.00	Memberships, training and workshops	\$ 2,000	\$ 2,000
	Total Professional Services	\$ 2,000	\$ 2,000

Goals & Accomplishments

DEPARTMENT: Mayor (03) – Library Advisory Board

FUND: General

RESPONSIBLE MANAGER: Steve Lancaster

DIVISION: 572.210

FUND NUMBER: 000

POSITION: City Administrator

Description

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

2009-2010 Accomplishments

- ◆ Continued to report annually to the City Council on the status of library services and facilities available to Tukwila citizens.
- ◆ Maintained and improved communication between the two 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.
- ◆ Provided books to support literacy in Tukwila and attended Tukwila Parks and Recreation, and King County Library System special events.
- ◆ Provided support to the Friends of Tukwila Libraries to promote literacy in Tukwila.

2011 Program Goals

- ◆ Continue to report annually to the City Council on the status of library services and facilities available to Tukwila citizens.
- ◆ Maintain and improve communication between the two 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 books to support literacy in Tukwila and attend Tukwila Parks and Recreation, and King County Library System special events.
- ◆ Provide support to the Friends of Tukwila Libraries to promote literacy in Tukwila.

2012 Program Goals

- ◆ Continue to report annually to the City Council on the status of library services and facilities available to Tukwila citizens.
- ◆ Maintain and improve communication between the two 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 books to support literacy in Tukwila and attend Tukwila Parks and Recreation, and King County Library System special events.
- ◆ Provide support to the Friends of Tukwila Libraries to promote literacy in Tukwila.

Library Advisory Board
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ 4,532	\$ 2,653	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	0.00%
40 Other Services & Charges	331	138	-	-	-	0.00%	0.00%
EXPENDITURE TOTAL	4,863	2,791	5,000	5,000	5,000	0.00%	0.00%

REVENUE							
General Fund	4,863	2,791	5,000	5,000	5,000	0.00%	0.00%
REVENUE TOTAL	\$ 4,863	\$ 2,791	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	0.00%

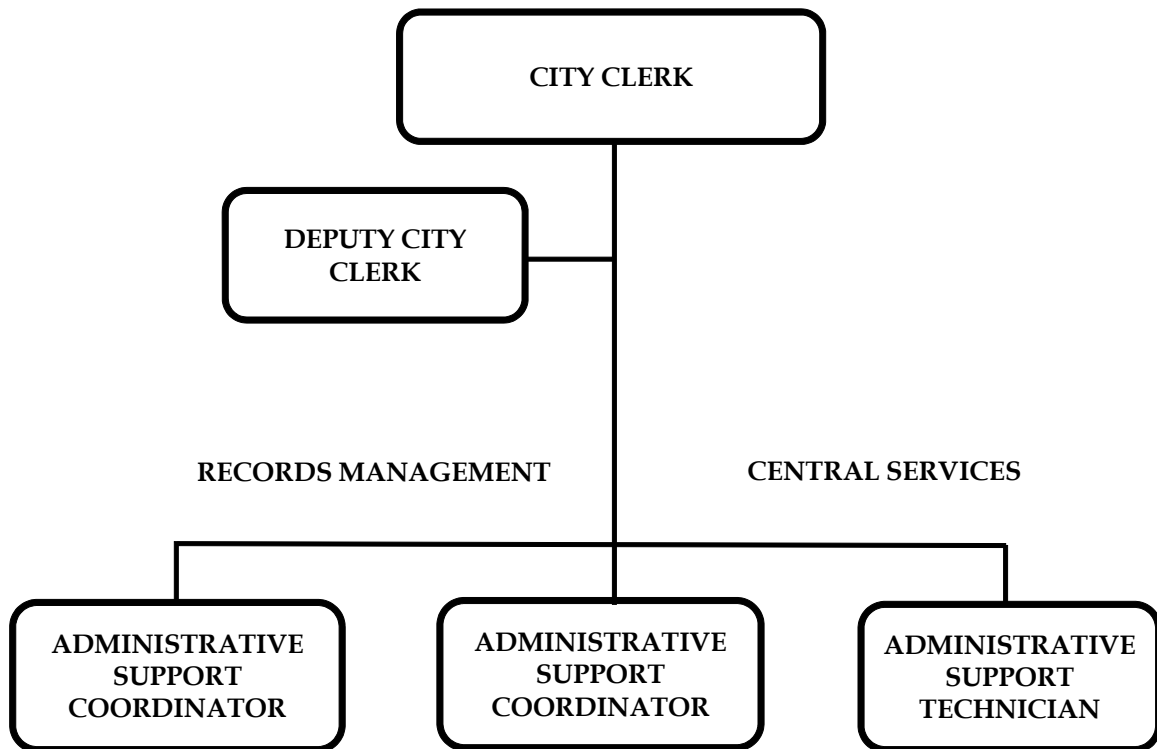
Summary of Budget Changes

There were no budget changes for the Library Advisory Board for the 2011-2012 biennial budget.



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City Clerk



Goals & Accomplishments

DEPARTMENT: Mayor's Office (03) – City Clerk
FUND: General
RESPONSIBLE MANAGER: Christy O'Flaherty

DIVISION: 514.300
FUND NUMBER: 000
POSITION: City Clerk

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 oversight of the Imaging System, automating legislative history, public records requests, providing reception and telephone answering services for the City, recording contracts and agreements, issuing pet licenses, and providing notary services. City Clerk staff also participate in local, state and international associations relative to their positions.

2009-2010 Accomplishments

- ◆ Enhanced the Laserfiche Imaging System to make Council agenda packets and minutes available through the City website.
- ◆ Created a library of documents, such as plans, specifications, and codes, to be kept in the City Clerk's Office and made available to the public.
- ◆ Provided Professional Development training for staff.
- ◆ Reviewed and updated requirements and fees for business licenses.

2011 Program Goals

- ◆ Transition City business licensing functions to the Finance Department.
- ◆ Implement an automated Agenda Management system.
- ◆ Implement Records Management orientation and training program.
- ◆ Add Public Records Request forms and procedures to City website.
- ◆ Digitize and index City recorded documents.
- ◆ Provide professional development training for all staff.

2012 Program Goals

- ◆ Implement an automated Agenda Management system.
- ◆ Implement Records Management orientation and training program.
- ◆ Add Public Records Request forms and procedures to City website.
- ◆ Digitize and index City recorded documents.
- ◆ Provide professional development training for all staff.

City Clerk
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 268,864	\$ 330,381	\$ 345,060	\$ 309,555	\$ 327,812	-10.29%	5.90%
20 Personnel Benefits	117,095	146,686	150,016	121,134	135,122	-19.25%	11.55%
30 Supplies	4,344	4,282	6,500	6,908	6,908	6.28%	0.00%
40 Other Services & Charges	164,152	142,306	173,650	156,931	154,731	-9.63%	-1.40%
50 Intergovt. Services & Taxes	26,290	17,012	22,500	22,500	22,500	0.00%	0.00%
60 Capital Outlays	-	-	-	21,000	-	0.00%	-100.00%
EXPENDITURE TOTAL	580,745	640,667	697,726	638,028	647,073	-8.56%	1.42%

REVENUE							
General Fund	580,745	640,667	697,726	638,028	647,073	-8.56%	1.42%
REVENUE TOTAL	\$ 580,745	\$ 640,667	\$ 697,726	\$ 638,028	\$ 647,073	-8.56%	1.42%

Summary of Budget Changes

Budget changes for the City Clerk's office include step increases and COLA increases for salaries, health care cost changes, movement of expenses related to business licensing to the Finance Department as well as implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 345,060	\$ 150,016	\$ 6,500	\$ 173,650	\$ 22,500	\$ -	\$ -	\$ 697,726
2011 Changes								
Decrease in Salaries and Wages	(35,505)							
Decrease in FICA		(3,083)						
Increase in PERS		3,275						
Increase in Industrial Insurance		140						
Decrease in Medical		(810)						
Decrease in Employer contributions to Medical		(28,404)						
Distribute central supplies budget to depts			908					
Decrease in supplies budget			(500)					
Decrease communication budget				(700)				
Decrease travel expenses				(1,000)				
Decrease repair and maintenance				(1,350)				
Decrease funding for Laserfiche Agenda Manager				(21,000)				
Move business license related printing costs for Finance				(1,900)				
Digitize microfilmed documents				8,800				
Budget for credit card fees				431				
Increase capital budget for Agenda Manager-2011 purchase only						21,000		
2011 Budget Totals	\$ 309,555	\$ 121,134	\$ 6,908	\$ 156,931	\$ 22,500	\$ 21,000	\$ -	\$ 638,028
2012 Changes								
Increase in Salaries and Wages	18,257							
Increase in FICA		1,397						
Increase in PERS		7,769						
Increase in Industrial Insurance		162						
Increase in Medical		364						
Increase in Employer contributions to Medical		4,296						
Decrease funding for microfilm/imaging expenses				(2,200)				
Remove capital budget for Agenda Manager						(21,000)		
2012 Budget Totals	\$ 327,812	\$ 135,122	\$ 6,908	\$ 154,731	\$ 22,500	\$ -	\$ -	\$ 647,073

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
City Clerk	1	1	\$ 81,942	\$ 28,722	1	\$ 87,412	\$ 32,348
Deputy City Clerk	1	1	63,473	16,069	1	68,120	18,579
Admin Support Technician	2	1	51,954	24,176	1	53,832	26,542
Admin Support Coordinator	1	1	60,000	25,334	1	61,906	27,876
Admin Support Coordinator	1	1	52,186	26,833	1	56,542	29,777
Department Total	6	5	\$ 309,555	\$ 121,134	5	\$ 327,812	\$ 135,122

Professional Contract

Professional services contracts in the City Clerk's office include citywide postage costs, travel, training, registrations, and memberships, among others.

Account Number	Purpose	2011	2012
000.03.514.300.41.00	Plantscapes indoor plantcare & Andover Terrace Garden Club	\$ 6,000	\$ 6,000
000.03.514.300.42.00	Security Alarm for Records Ctr	300	300
000.03.514.300.42.02	City-wide postage	85,000	85,000
000.03.514.300.43.00	Travel to WMCA, IIMC, ARMA conf. , CMC & MMC and laserfiche trngs	5,500	5,500
000.03.514.300.44.00	City-wide advertising - public hearings, call for bids, RFP/RFQs, auctions	12,300	12,300
000.03.514.300.45.00	Postage meter lease - software/hardware upgrades	12,500	12,500
000.03.514.300.48.00	Repairs & maintenance for copiers, laserfiche	8,000	8,000
000.03.514.300.49.00	Memberships/Training - WMCA, IIMC, ARMA, King County Clerks	6,000	6,000
000.03.514.300.49.01	Printing of business cards	100	100
000.03.514.300.49.02	City-wide microfilming, records purging, digitization of microfilmed docs.	16,500	14,300
000.03.514.300.49.04	City-wide recording of documents	4,300	4,300
000.03.514.300.49.08	PPI credit card fees	431	431
	Total Professional Services	\$ 156,931	\$ 154,731

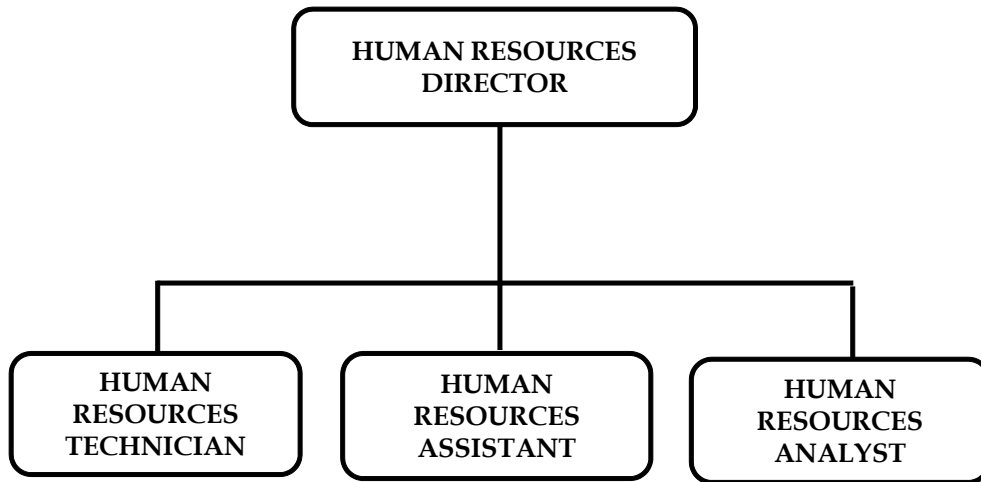
Performance Measures

City Clerk's Office	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Legislative/Legal Requirements					
Legal Notifications: Public Hearings, Special Meetings, Executive Sessions, Bids, RFPs, Ordinance Summaries	N/A	101	98	100	100
Ordinances (reviewed, edited, adopted, code changes incorporated in TMC)	29	52	45	50	50
Resolutions (reviewed, edited, adopted)	19	31	22	25	25
Council Agendas (compiled, reviewed, produced)	97	90	91	91	91
Records Management					
Public records requests	43	62	65	75	80
Contracts/Agreements (does not include amendments) *Larger number of Contract/Agreements at start of new biennial cycle	166	271*	160	275*	180
Boxes managed at City's Record Center	1,260	1,350	1,434	1,519	1,600
Trips to City Record's Center for research/document retrieval	N/A	45	43	45	50
City documents recorded	N/A	252	141	150	170
Central Services					
Pet Licenses Issued	124	116	185	200	210
Notary Services *Lesser numbers due to business license transition to Finance Department	265	207	265	200*	200*



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Human Resources



Goals & Accomplishments

DEPARTMENT: Human Resources (04)
FUND: General
RESPONSIBLE MANAGER: Stephanie Brown

DIVISION: 516.200
FUND NUMBER: 000
POSITION: Director

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.

2009-2010 Accomplishments

- ◆ Negotiated and settled Fire labor agreement.
- ◆ Negotiated and settled Police Non-Commissioned labor agreement.
- ◆ Negotiated and settled Teamsters' Administrative/Technical; Professional/Supervisory; and Maintenance-Trades labor agreements.
- ◆ Implemented EDEN HR Inforum module conversion and connectivity with EDEN Financial module.
- ◆ Non-Represented wage study for 1/1/2010.

2011 Program Goals

- ◆ Update Bloodborne Pathogen Exposure Control Plan by the end of 2011.
- ◆ Update City Wide Accident Prevention Program by the end of 2011.
- ◆ Conduct mandatory City Wide Anti-Harassment Training by the end of 2011.
- ◆ Negotiate and settle Police Guild labor agreement.
- ◆ Negotiate and settle Tukwila Police Commanders Labor Agreement.
- ◆ Non-Represented Wage Study for 1/1/2012.

2012 Program Goals

- ◆ Negotiate and settle United Steelworkers (USW) Police Non-Commissioned labor agreement.
- ◆ Negotiate and settle Fire Union labor agreement.

Human Resources
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 323,089	\$ 337,694	\$ 358,506	\$ 326,100	\$ 347,760	-9.04%	6.64%
20 Personnel Benefits	97,141	98,575	102,167	101,385	114,528	-0.77%	12.96%
30 Supplies	3,569	5,548	8,470	7,103	7,103	-16.14%	0.00%
40 Other Services & Charges	82,861	64,243	120,650	108,391	104,005	-10.16%	-4.05%
00 Other	-	-	(18,153)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	506,660	506,060	571,640	542,979	573,396	-5.01%	5.60%

REVENUE							
General Fund	506,660	506,060	571,640	542,979	573,396	-5.01%	5.60%
REVENUE TOTAL	\$ 506,660	\$ 506,060	\$ 571,640	\$ 542,979	\$ 573,396	-5.01%	5.60%

Summary of Budget Changes

Budget changes for Human Resources include step increases and COLA increases for salaries, health care cost changes, implementation of program and service reductions for the 2011-2012 biennial budget, and small increases for one-time funding of training, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 358,506	\$ 102,167	\$ 8,470	\$ 120,650	\$ -	\$ -	\$ (18,153)	\$ 571,640

2011 Changes								
Decrease in Salaries and Wages	(28,906)							
Reduce extra labor budget	(3,500)							
Decrease in FICA		(3,353)						
Increase in PERS		3,692						
Increase in Industrial Insurance		250						
Increase in Medical		206						
Decrease in Employer contributions to Medical		(1,577)						
Decrease general supplies (Prog/Svc Red)			(2,500)					
Distribute central supplies budget to depts			783					
Increase in Safety Supplies			350					
Increase in funding for Criminal Background Chks				2,200				
Decrease in general Professional Services				(1,500)				
Decrease in general Safety Training				(150)				
Decrease Labor Relations Assist				(3,500)				
Decrease in Communications (Prog/Svc Red)				(2,000)				
Decrease in Professional Svc (Prog/Svc Red)				(1,500)				
Decrease in Advertising Costs				(11,000)				
Decrease in ABRA software maintenance				(900)				
Increase for defibrillator maintenance				491				
Increase for EDEN software maintenance				600				
Increase for Anti-Harassment Training				5,000				
Reversal of prior year's budget reduction							18,153	
2011 Budget Totals	\$ 326,100	\$ 101,385	\$ 7,103	\$ 108,391	\$ -	\$ -	\$ -	\$ 542,979

2012 Changes								
Increase in Salaries from COLA and step increases	21,660							
Increase in FICA		1,128						
Increase in PERS		8,422						
Increase in Industrial Insurance		130						
Increase in Medical		459						
Increase in Employer contributions to Medical		3,004						
Increase for EDEN software maintenance				200				
Increase for defibrillator maintenance				414				
Decrease budget for Anti-Harassment Training				(5,000)				
2012 Budget Totals	\$ 347,760	\$ 114,528	\$ 7,103	\$ 104,005	\$ -	\$ -	\$ -	\$ 573,396

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Human Resources Director	1	1	\$ 112,704	\$ 26,623	1	\$ 121,378	\$ 30,523
Human Resources Analyst	1	1	80,736	25,315	1	86,936	28,854
Human Resources Assistant	1	1	72,516	27,265	1	77,454	30,611
Human Resources Technician	1	1	60,144	22,182	1	61,992	24,540
Department Total	4	4	\$ 326,100	\$ 101,385	4	\$ 347,760	\$ 114,528

Professional Contract

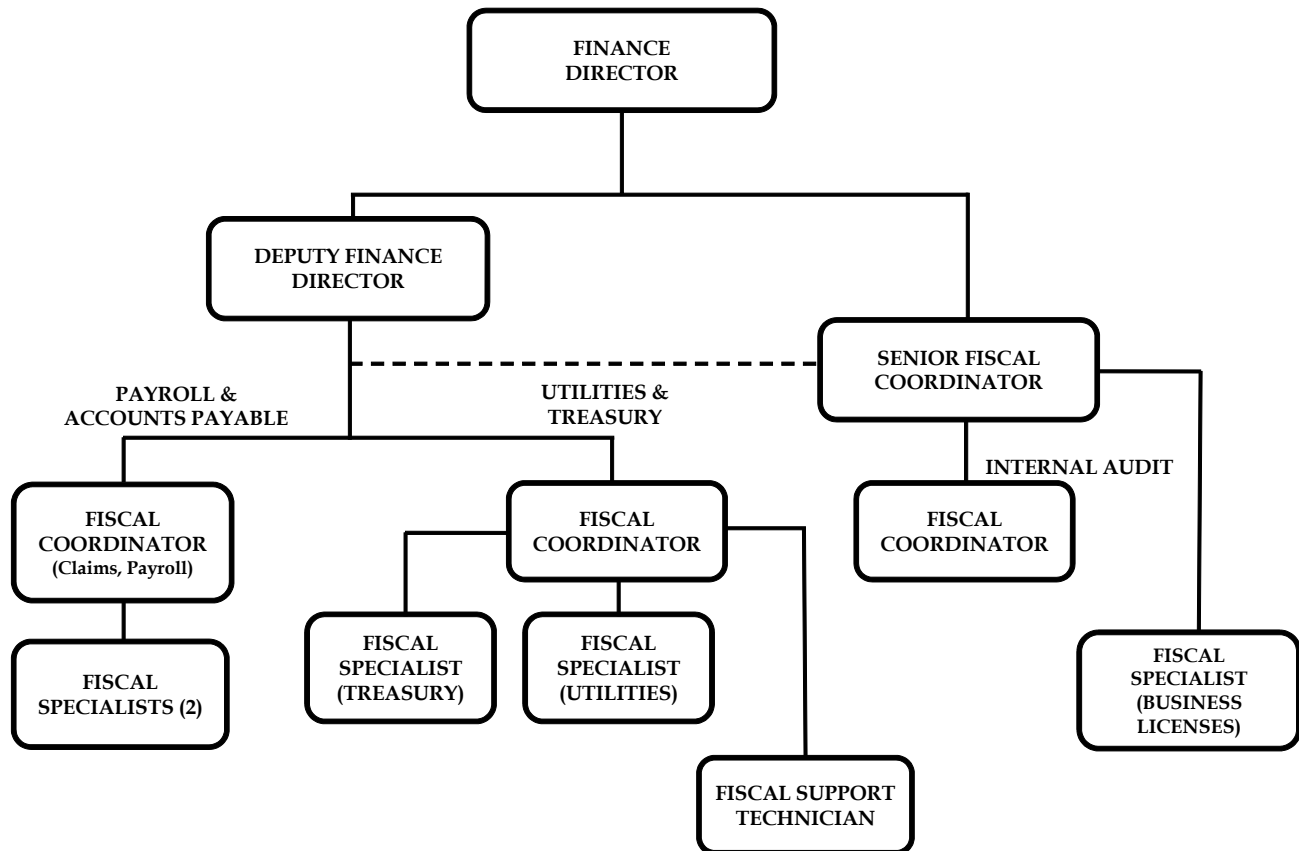
Professional services contracts in the Human Resources department include labor relations consulting, citywide employee training costs, and advertising, among others.

Account Number	Purpose	2011	2012
000.04.516.200.41.00	Miscellaneous training, investigations, and WSP background checks	\$ 4,700	\$ 4,700
000.04.516.200.41.02	General safety, MSDS, and combined fall prevention/confined space trng	3,350	3,350
000.04.516.200.41.03	Labor relations, negotiations/mediations for bargaining units	46,500	46,500
000.04.516.200.41.03	Potential grievances and/or Civil Service hearings	15,500	15,500
000.04.516.200.41.04	Employee Assistance Program (EAP)	9,000	9,000
000.04.516.200.43.00	Meals, Parking, Mileage, Lodging for WAPELRA and NPELRA	2,500	2,500
000.04.516.200.44.00	Advertising job openings	9,000	9,000
000.04.516.200.45.00	Rentals - water cooler monthly lease	50	50
000.04.516.200.48.00	Eden software, copier and typewriter repair and maintenance	4,791	5,405
000.04.516.200.49.00	Citywide anti-harassment training	5,000	-
000.04.516.200.49.01	Annual memberships for various organizations	2,700	2,700
000.04.516.200.49.02	Printing of department forms and new employee packets	1,050	1,050
000.04.516.200.49.03	Registrations for conferences and training	4,250	4,250
	Total Professional Services	\$ 108,391	\$ 104,005

Performance Measures

Human Resources	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Vacancies Advertised	38	24	12	10	10
Applications Processed	586	945	505	50	50
Applicants Interviewed	115	69	42	25	25

Finance



Goals & Accomplishments

DEPARTMENT: Finance (05)

DIVISION: 514.230

FUND: General

FUND NUMBER : 000

RESPONSIBLE MANAGER: Shawn Hunstock

POSITION: Director

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 biennial 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.

2009-2010 Accomplishments

- ◆ Completed Comprehensive Annual Financial Report (CAFR) by May 31st of each year.
- ◆ Implemented cash receipting system at all cash locations citywide.
- ◆ Assisted other departments with fiscal issues related to software implementations including an HR module for Human Resources and Project Accounting system.
- ◆ Investigated additional payment options for citizens and implemented where feasible.
- ◆ Transitioned to using procurement cards to promote efficiency in obtaining goods and services.

2011 Program Goals

- ◆ Develop Budget Manual.
- ◆ Implement the use of on-line timesheets.
- ◆ Implement business licensing module, including RGRL fee calculation.
- ◆ Conduct mid-biennium budget review.

2012 Program Goals

- ◆ Complete the 2013-2014 Biennial Budget and submit documentation for the Distinguished Budget Presentation award.
- ◆ Develop outcomes-based budgeting and performance measures across the organization.

Finance
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 779,869	\$ 899,919	\$ 943,829	\$ 949,035	\$ 989,836	0.55%	4.30%
20 Personnel Benefits	298,978	390,060	383,080	331,465	369,680	-13.47%	11.53%
30 Supplies	77,981	63,646	85,000	24,849	24,849	-70.77%	0.00%
40 Other Services & Charges	775,458	612,005	734,500	213,768	213,768	-70.90%	0.00%
60 Capital Outlays	-	-	45,000	5,000	5,000	-88.89%	0.00%
00 Other	-	-	(55,100)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	1,932,286	1,965,630	2,136,309	1,524,117	1,603,133	-28.66%	5.18%

REVENUE							
General Fund	1,932,286	1,965,630	2,136,309	1,524,117	1,603,133	-28.66%	5.18%
REVENUE TOTAL	\$ 1,932,286	\$ 1,965,630	\$ 2,136,309	\$ 1,524,117	\$ 1,603,133	-28.66%	5.18%

Summary of Budget Changes

Budget changes for the Finance department include step increases and COLA increases for salaries, health care cost changes, implementation of program and service reductions for the 2011-2012 biennial budget, movement of funding from the City Clerk's office related to business licensing, and movement of some uncontrollable costs to Department 20.

10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
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2010 Budget	\$ 943,829	\$ 383,080	\$ 85,000	\$ 734,500	\$ -	\$ 45,000	\$ (55,100)	\$ 2,136,309
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2011 Changes								
Increase in Salaries and Wages	5,206							
Decrease in FICA		(2,371)						
Increase in PERS		17,587						
Increase in Industrial Insurance		579						
Increase in Medical		16,836						
Decrease in Employer contributions to Medical		(64,246)						
Decrease in Unemployment Compensation		(20,000)						
Distribute central supplies budget to depts			7,500					
Decrease in Central Supplies			(67,651)					
Increase budget for one time funding				77,000				
Insurance budget moved to dept 20				(277,500)				
KC property tax moved to dept 20				(1,100)				
Move budget for claims and judgment to dept 20				(320,000)				
Increase in miscellaneous services				868				
Reversal of prior year's budget reduction						55,100		
Remove prior year increase-Licensing module purchase						(40,000)		
2011 Budget Totals	\$ 949,035	\$ 331,465	\$ 24,849	\$ 213,768	\$ -	\$ 5,000	\$ -	\$ 1,524,117

2012 Changes								
Increase in Salaries from COLA and step increases	40,801							
Increase in FICA		2,829						
Increase in PERS		22,325						
Increase in Industrial Insurance		389						
Increase in Medical		2,621						
Increase in Employer contributions to Medical		10,051						
2012 Budget Totals	\$ 989,836	\$ 369,680	\$ 24,849	\$ 213,768	\$ -	\$ 5,000	\$ -	\$ 1,603,133

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Finance Director	1	1	\$ 129,624	\$ 34,792	1	\$ 133,512	\$ 38,916
Deputy Finance Director	1	1	104,036	36,062	1	110,832	41,232
Senior Fiscal Coordinator	1	1	86,372	31,887	1	93,610	36,027
Fiscal Coordinator	3	3	263,592	81,497	3	275,688	91,486
Fiscal Specialist	5	5	301,092	126,097	5	310,327	138,738
Fiscal Support Technician	2	1	53,172	21,130	1	54,720	23,281
Extra Labor			10,000	-		10,000	-
Overtime			1,147	-		1,147	-
Department Total	13	12	\$ 949,035	\$ 331,465	12	\$ 989,836	\$ 369,680

Professional Contract

Professional services contracts in the Finance department include licensing costs for the City's accounting and payroll system (EDEN Financial Services), the annual audit from the State Auditor's Office, among others.

Account Number	Purpose	2011	2012
000.05.514.230.41.00	Annual audit from State of WA Auditor's Office	\$ 70,000	\$ 70,000
000.05.514.230.41.00	Annual Eden software maintenance support and misc training	100,000	100,000
000.05.514.230.41.00	Consulting services	10,000	10,000
000.05.514.230.41.01	Microflex sales tax auditing program	10,000	10,000
000.05.514.230.42.00	Postage, delivery service, shipping	1,000	1,000
000.05.514.230.43.00	Meals, parking, mileage for WFOA, PSFOA, software training	5,000	5,000
000.05.514.230.48.00	Annual maintenance costs for Toshiba copier	4,500	4,500
000.05.514.230.48.00	Maintenance costs for other equipment, folding machine, vault	500	500
000.05.514.230.49.00	Annual memberships, WFOA, PSFOA, WMTA	1,000	1,000
000.05.514.230.49.00	Subscriptions for financial publications	1,000	1,000
000.05.514.230.49.00	Registration-annual training through WFOA, Eden, AWC	5,000	5,000
000.05.514.230.49.00	State purchasing co-op	500	500
000.05.514.230.49.00	Misc expense for printing, software licenses, etc	2,500	2,500
000.05.514.230.49.00	Printing of business licenses applications for renewals	1,900	1,900
000.05.514.230.49.08	PPI credit card fees	868	868
	Total Professional Services	\$ 213,768	\$ 213,768

Performance Measures

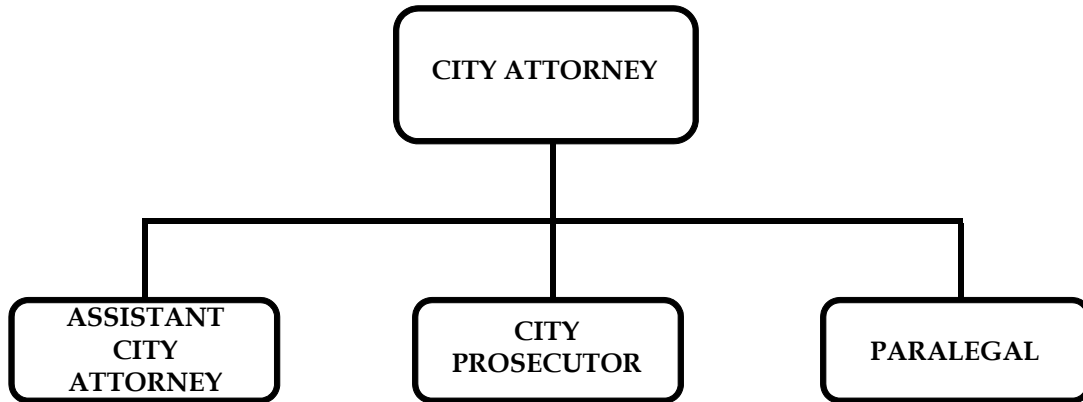
Finance	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Customer Service					
Number of utility accounts served	8,957	9,010	9,280	9,500	9,500
Number of utility bills generated	37,189	36,887	36,920	38,028	38,028
Accounts Payable and Accounts Receivable					
# of voucher payments	7,707	6,578	6,407	5,000	5,000
Average # of calendar days for AP to review, approve, and pay vouchers	10	9	7	6	6
# of accounts receivable invoices issued	819	864	632	651	651
Average days from revenue recognition to collection	88	10	15	23	23
Effectiveness, outcomes, and efficiency					
% monthly financial reports issued by the middle of the subsequent month (expenditure reports)	N/A	N/A	85%	95%	95%
Adjusting journal entries resulting from audit	1	-	-	-	-
Vendor checks voided due to Finance Dept error	N/A	10	7	6	6

The Finance Department has been successful in adhering to Council adopted financial policies, especially in regard to maintaining adequate reserves. This department has received an unqualified audit opinion every year as well as the annual national award for excellence in financial reporting.



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Legal Services
(Contracted)



Goals & Accomplishments

DEPARTMENT: Legal Services (06)

FUND: General

RESPONSIBLE MANAGER: Shelley Kerslake

DIVISION: 515.200

FUND NUMBER: 000

POSITION: Contract City Attorney

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.

2009-2010 Accomplishments

- ◆ Worked with staff on the development of a new sign code and Shoreline Master Program.
- ◆ Worked with City staff on Tukwila South Project.
- ◆ Assisted staff with regional issues.
- ◆ Worked with City staff on code enforcement issues and on strengthening provisions of the Tukwila Municipal Code to allow for more effective code enforcement.

2011 Program Goals

- ◆ Continue to enhance cost-effectiveness and responsiveness of Legal Services Department.
- ◆ Increase nuisance abatement activity with emphasis on voluntary, coordinated resolution of complaints.
- ◆ Ongoing continued support to Council and Staff on all City projects and programs.
- ◆ Continue support to Council and Staff on Tukwila South development.
- ◆ Continue support of Public Works department relating to storm water management and Public Works construction projects.
- ◆ Continue review and updating of the Municipal Code.

2012 Program Goals

- ◆ Continue to enhance cost-effectiveness and responsiveness of Legal Services Department.
- ◆ Increase nuisance abatement activity with emphasis on voluntary, coordinated resolution of complaints.
- ◆ Ongoing continued support to Council and Staff on all City projects and programs.
- ◆ Continue support to Council, Staff, and consultant team on Town Square development.
- ◆ Continue support of Public Works department relating to storm water management and Public Works construction projects.
- ◆ Continue review and updating of the Municipal Code.
- ◆ Continue development and negotiation of communications and utility franchises.

City Attorney
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 3,402	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	0.00%
20 Personnel Benefits	494	7	228	1,231	1,234	439.91%	0.24%
30 Supplies	2,241	1,750	5,000	5,000	5,000	0.00%	0.00%
40 Other Services & Charges	722,843	683,934	603,000	534,000	534,000	-11.44%	0.00%
00 Other	-	-	(14,872)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	728,980	685,691	595,856	542,731	542,734	-8.92%	0.00%

REVENUE							
General Fund	728,980	685,691	595,856	542,731	542,734	-8.92%	0.00%
REVENUE TOTAL	\$ 728,980	\$ 685,691	\$ 595,856	\$ 542,731	\$ 542,734	-8.92%	0.00%

Summary of Budget Changes

Budget changes for the City Attorney's office include benefit cost increases, and implementation of program and service reductions for the 2011-2012 biennial budget.

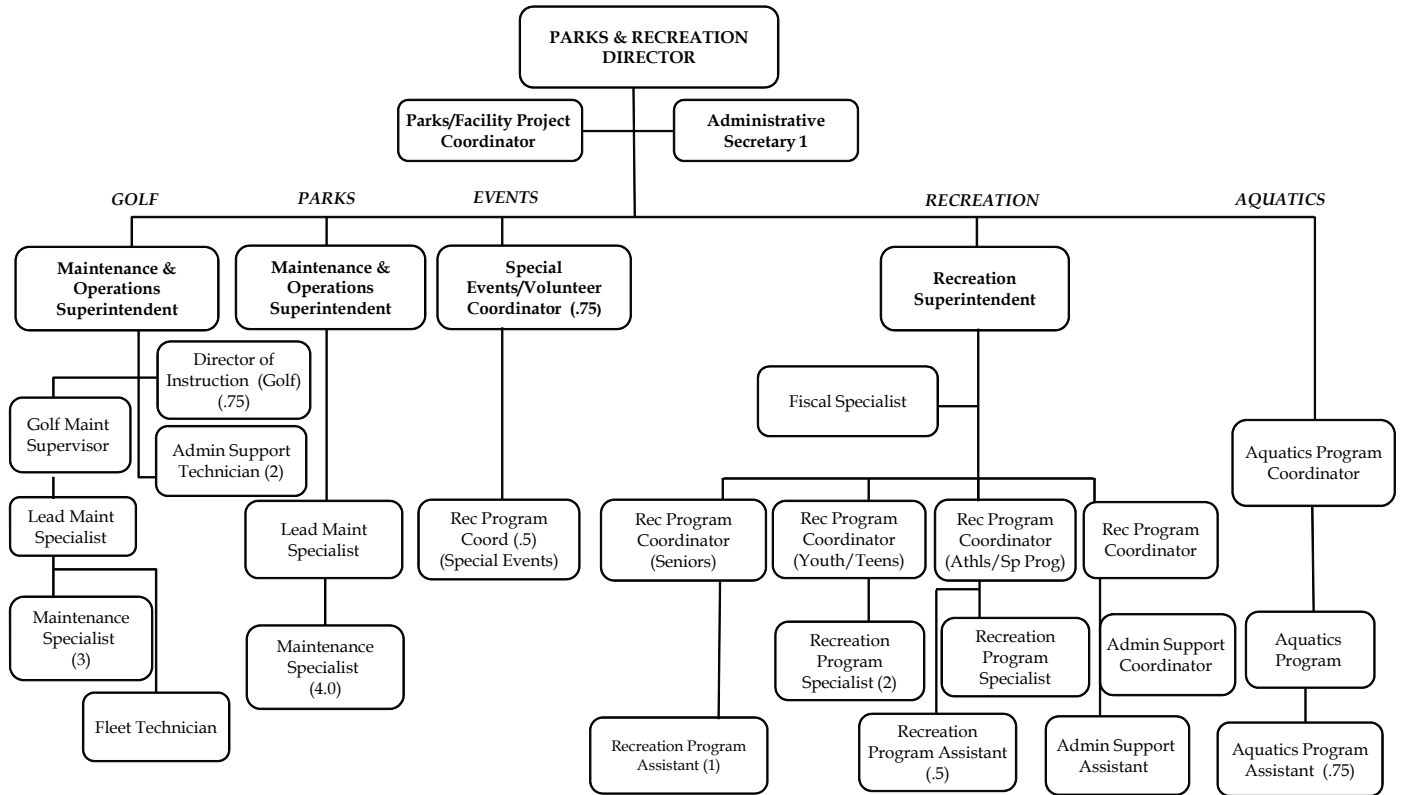
	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 2,500	\$ 228	\$ 5,000	\$ 603,000	\$ -	\$ -	\$ (14,872)	\$ 595,856
2011 Changes								
Increase in FICA		603						
Increase in Industrial Insurance		400						
Decrease-contracted City Attorney services				(50,000)				
Increase contracted City Attorney services for Special Matters and Misc Services				94,000				
Decrease-Contracted Prosecution				(113,000)				
Reversal of prior year's budget reduction							14,872	
2011 Budget Totals	\$ 2,500	\$ 1,231	\$ 5,000	\$ 534,000	\$ -	\$ -	\$ -	\$ 542,731
2012 Changes								
Increase in Industrial Insurance		3						
2012 Budget Totals	\$ 2,500	\$ 1,234	\$ 5,000	\$ 534,000	\$ -	\$ -	\$ -	\$ 542,734

Professional Contract

Professional services contracts in the City Attorney's office include contracted general legal counsel representation, prosecuting attorney services, special matters, and shredding services, among others.

Account Number	Purpose	2011	2012
000.06.515.200.41.00	Shred-It services, courier services, and other professional services	\$ 2,000	\$ 2,000
000.06.515.200.41.01	Contracted attorney services	324,000	324,000
000.06.515.200.41.02	Prosecution services	102,000	102,000
000.06.515.200.41.03	Special matters	100,000	100,000
000.06.515.200.42.00	Communication	2,500	2,500
000.06.515.200.45.00	Water cooler rental	500	500
000.06.515.200.48.00	Copier maintenance and repairs	2,000	2,000
000.06.515.200.49.00	Printing of specialized forms and other misc. expenses	1,000	1,000
	Total Professional Services	\$ 534,000	\$ 534,000

Parks & Recreation



2011-2012 Biennial Budget
Parks & Recreation Department
Admin, Recreation, Acquatics, Parks Maintenance

Program	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget	2010-11 % Chg	2011-12 % Chg
Parks Administration	\$ 352,571	\$ 363,730	\$ 379,988	\$ 319,420	\$ 340,798	-15.94%	6.69%
Recreation	2,226,367	2,353,106	2,521,449	2,114,788	2,189,349	-16.13%	3.53%
Aquatics	579,596	633,964	601,916	528,169	-	-12.25%	-100.00%
Parks Maintenance	965,020	979,085	999,621	922,901	935,027	-7.67%	1.31%
Total	<u>\$ 4,123,554</u>	<u>\$ 4,329,885</u>	<u>\$ 4,502,974</u>	<u>\$ 3,885,278</u>	<u>\$ 3,465,174</u>	<u>-13.72%</u>	<u>-10.81%</u>

Goals & Accomplishments

DEPARTMENT: Recreation (07) – Parks Admin
FUND: General
RESPONSIBLE MANAGER: Rick Still

DIVISION: 574.100
FUND NUMBER : 000
POSITION: Director

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 Parks and Arts Commissions as well as the Library Advisory Board.

2009-2010 Accomplishments

- ◆ Constructed Phase I of Duwamish Riverbend Hill and opened the park for public access.
- ◆ Designed Phase II of Duwamish Riverbend Hill and continue dgrant funding efforts.
- ◆ Applied for grants to acquire open space for future conservation and park areas as determined by the department's Parks, Recreations and Open Space Plan.
- ◆ Designed preliminary concepts for regional trail connections that include new routes from the South 154th Street Sound Transit Station to the Green River Trail.

2011 Program Goals

- ◆ Develop innovative methods to engage and connect Tukwila citizens and businesses to parks and recreation resources that contribute to leading a healthy lifestyle.
- ◆ Apply for grants to acquire open space for future conservation and park areas as determined by the department's Parks, Recreation and Open Space Plan.
- ◆ Design regional trail connections that include new routes from South 154th St. Sound Transit Station to the Green River Trail.

2012 Program Goals

- ◆ Develop innovative methods to engage and connect Tukwila citizens and businesses to parks and recreation resources that contribute to leading a healthy lifestyle.
- ◆ Apply for grants to acquire open space for future conservation and park areas as determined by the department's Parks, Recreation and Open Space Plan.
- ◆ Design regional trail connections that include new routes from South 154th St. Sound Transit Station to the Green River Trail.

Parks & Recreation-Administration
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 251,585	\$ 265,280	\$ 272,651	\$ 225,902	\$ 238,503	-17.15%	5.58%
20 Personnel Benefits	83,406	88,810	87,798	74,396	83,328	-15.26%	12.01%
30 Supplies	5,058	1,140	4,000	6,072	5,917	51.80%	-2.55%
40 Other Services & Charges	12,522	8,500	15,539	13,050	13,050	-16.02%	0.00%
EXPENDITURE TOTAL	352,571	363,730	379,988	319,420	340,798	-15.94%	6.69%

REVENUE							
General Fund	352,571	363,730	379,988	319,420	340,798	-15.94%	6.69%
REVENUE TOTAL	\$ 352,571	\$ 363,730	\$ 379,988	\$ 319,420	\$ 340,798	-15.94%	6.69%

Summary of Budget Changes

Budget changes for the Parks Administration division include step increases and COLA increases for salaries, health care cost changes, implementation of program and service reductions for the 2011-2012 biennial budget, and movement of funding for the Community Schools Collaboration to Human Services, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 272,651	\$ 87,798	\$ 4,000	\$ 15,539	\$ -	\$ -	\$ -	\$ 379,988
2011 Changes								
Decrease in Salaries and Wages	(46,749)							
Decrease in FICA		(4,605)						
Increase in PERS		1,073						
Increase in Industrial Insurance		1,771						
Decrease in Employer contributions to GH Medical		(772)						
Decrease in Employer contributions to Medical		(10,869)						
Distribute central supplies budget to depts			2,935					
Decrease in supplies			(863)					
Decrease in professional services				(250)				
Increase in communication				8				
Decrease in equipment replacement				(2,247)				
2011 Budget Totals	\$ 225,902	\$ 74,396	\$ 6,072	\$ 13,050	\$ -	\$ -	\$ -	\$ 319,420
2012 Changes								
Increase in Salaries and Wages	12,601							
Increase in FICA		559						
Increase in PERS		5,545						
Increase in Industrial Insurance		260						
Increase in employer contributions to GH Medical		281						
Increase in Employer contributions to Medical		2,287						
Decrease in Supplies			(155)					
2012 Budget Totals	\$ 238,503	\$ 83,328	\$ 5,917	\$ 13,050	\$ -	\$ -	\$ -	\$ 340,798

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Parks & Recreation Director	0.75	0.75	\$ 88,904	\$ 27,276	0.75	\$ 95,559	\$ 30,714
Deputy Director	1	-	-	-	-	-	-
Parks/Facility Project Coord.	-	1	68,784	30,808	1	70,836	33,866
Administrative Secretary	1	1	65,214	16,303	1	69,108	18,722
Extra Labor			3,000	9		3,000	26
Department Total	2.75	2.75	\$ 225,902	\$ 74,396	2.75	\$ 238,503	\$ 83,328

Professional Contract

Professional services contracts for Parks Administration include consulting services, communications, equipment repairs, memberships and dues, and training, among others.

Account Number	Purpose	2011	2012
000.07.574.100.41.00	Park consultant for planning services and expertise	\$ 2,500	\$ 2,500
000.07.574.100.42.00	Telephone services including land lines, Nextel, fax, internet	1,800	1,800
000.07.574.100.43.00	Meals, lodging, parking, mileage for WRPA, NRPA conferences, and various retreats, training, etc	2,500	2,500
000.07.574.100.48.00	Equipment repairs and maintenance	2,000	2,000
000.07.574.100.49.00	NRPA, WRPA memberships, conference registrations, forums, retreats	4,000	4,000
000.07.574.100.49.10	Blood Borne Pathogen testing and immunizations	250	250
	Total Professional Services	\$ 13,050	\$ 13,050

Goals & Accomplishments

DEPARTMENT: Recreation (07)

FUND: General

RESPONSIBLE MANAGER: Rick Still

DIVISION: 574.200, 574.204

FUND NUMBER : 000

POSITION: Director

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.

2009-2010 Accomplishments

- ◆ Completed upgrade of CLASS Software program.
- ◆ Incorporated the TCC Spray Park into the Summer Camp Program.
- ◆ Developed a Medical Alert Coalition to assist Tukwila Seniors in notifying EMS of medical conditions in case of emergency.
- ◆ Increased structured programming in After School Program by implementing program specific classes (i.e. science, cooking, athletics, etc.) and allow flexibility of registration for these programs.
- ◆ Provided leadership and staff support for 2009 Tukwila Centennial events.
- ◆ Offered marathon training activity/classes.

2011 Program Goals

- ◆ Increase rental revenue by 6%.
- ◆ Increase cost program recovery to meet council direction.
- ◆ Implement non – resident fee structure for programs.
- ◆ Increase sponsor participation at Tukwila special events.
- ◆ Increase resident participation in the City of Tukwila Volunteer Program by Tukwila by 5%.

2012 Program Goals

- ◆ Increase rental revenue by 6%.
- ◆ Increase cost program recovery to meet council direction.
- ◆ Implement non – resident fee structure for programs.
- ◆ Increase business/collaboration for the Backyard Wildlife Festival.
- ◆ Increase business/collaboration in the City of Tukwila Volunteer Program by 5%.

Recreation
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 1,266,489	\$ 1,293,292	\$ 1,365,625	\$ 1,187,026	\$ 1,224,178	-13.08%	3.13%
20 Personnel Benefits	458,851	502,467	506,628	412,950	452,311	-18.49%	9.53%
30 Supplies	157,399	113,353	117,550	89,471	89,471	-23.89%	0.00%
40 Other Services & Charges	343,754	437,794	594,758	425,341	423,389	-28.49%	-0.46%
50 Intergovt. Services & Taxes	(126)	191	-	-	-	0.00%	0.00%
60 Capital Outlays	-	6,009	-	-	-	0.00%	0.00%
00 Other	-	-	(63,112)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	2,226,367	2,353,106	2,521,449	2,114,788	2,189,349	-16.13%	3.53%

REVENUE							
General Fund	1,407,546	1,559,835	1,724,449	1,152,397	1,190,171	-33.17%	3.28%
Facilities Rental-TCC	247,426	287,384	225,000	346,000	355,000	53.78%	2.60%
Youth Camps	161,676	136,521	165,000	190,000	195,000	15.15%	2.63%
Before & After School Program	59,882	59,645	53,000	73,000	76,000	37.74%	4.11%
Youth Special Interest	31,792	30,001	32,000	45,000	50,000	40.63%	11.11%
Youth/Teen Athletics	36,321	34,013	40,000	35,000	38,000	-12.50%	8.57%
Teen Programs	29,217	32,714	30,000	38,000	40,000	26.67%	5.26%
Adult Fitness Classes	42,894	36,564	45,000	50,000	52,000	11.11%	4.00%
Adult Special Interest	19,621	10,842	16,000	20,000	21,000	25.00%	5.00%
Fitness Drop-ins TCC	17,020	16,116	20,000	17,000	17,000	-15.00%	0.00%
Fitness Passes-TCC	80,597	59,419	70,000	49,000	51,000	-30.00%	4.08%
Senior Programs	19,677	21,533	20,000	25,000	27,000	25.00%	8.00%
Sr Trips, Tours & Travel	16,689	15,032	23,000	23,000	23,500	0.00%	2.17%
Senior Meal Program	17,223	16,860	22,000	21,000	22,000	-4.55%	4.76%
Community Special Events	10,947	13,208	5,000	16,000	16,000	220.00%	0.00%
Miscellaneous Revenue	27,839	23,419	31,000	14,391	15,678	-53.58%	8.94%
REVENUE TOTAL	\$ 2,226,367	\$ 2,353,106	\$ 2,521,449	\$ 2,114,788	\$ 2,189,349	-16.13%	3.53%

Summary of Budget Changes

Budget changes for the Recreation division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 1,365,625	\$ 506,628	\$ 117,550	\$ 594,758	\$ -	\$ -	\$ (63,112)	\$ 2,521,449
2011 Changes								
Decrease in Salaries and Wages	(178,599)							
Increase in FICA		7,794						
Increase in PERS		2,258						
Decrease in Industrial Insurance		(3,956)						
Decrease in Employer contributions to GH Medical		(2,258)						
Decrease in Employer contributions to Medical		(97,516)						

Summary of Budget Changes - continued

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2011 Changes								
Remove funding for Community Schools Collaboration supplies			(8,700)					
Distribute central supplies budget to depts			1,000					
Decrease in Athletic Programs supplies			(1,935)					
Decrease in Senior Programs supplies			(3,900)					
Decrease in Youth Programs supplies			(318)					
Increase in General Programs supplies			5,000					
Increase in Summer Camps/Playground supplies			1,244					
Eliminate funding-Egg Hunt/Fright Night (Tukwila Days)			(3,400)					
Decrease in Teen Program supplies			(3,569)					
Decrease in Youth Sports Programs supplies			(6,516)					
Decrease in Senior's deli/kitchen supplies			(4,800)					
Decrease in Special Events program supplies			(485)					
Decrease in Volunteer program supplies			(1,700)					
Remove fund for Community Schools Collaboration prof svcs				(5,000)				
Decrease in Athletic Programs professional services				(1,148)				
Decrease in Senior Programs professional services				(4,390)				
Decrease in Youth Programs professional services				(636)				
Increase in General Programs professional services				400				
Decrease in Summer Camps/Playground Prof Svcs				(2,000)				
Decrease in Teen Program (Police Support)				(3,135)				
Increase in Youth Sports Professional Services				1,690				
Remove funding for TCC 10-year birthday				(500)				
Decrease in Postage				(35)				
Decrease in Travel				(200)				
Increase in Senior Travel				100				
Decrease in parking expenses				(450)				
Increase in advertising				4,500				
Increase in General Programs rentals/leases				1,220				
Decrease-Summer Camps/Spec Events rentals/leases				(200)				
Decrease in Tukwila Days & Events rentals/leases				(1,400)				
Decrease in community center rentals/leases				(100)				
Increase in equipment repair				8,000				
Increase in General Programs rentals/leases				4,150				
Increase in printing and binding				6,500				
Decrease in Special Events/Other misc services				(5,448)				
Decrease in Senior trip admissions				(1,700)				
Decrease in Youth trip admissions				(10,890)				
Increase special accommodations expenses				8,390				
Decrease Teen trip admissions				(8,510)				
Decrease Special Events professional services				(5,000)				
Decrease Volunteer Program professional services				(2,250)				
Decrease Volunteer and Events postage				(1,200)				
Decrease Volunteer and Events Travel				(100)				
Increase Volunteer and Events advertising				1,000				
Decrease Special Events rentals				(3,000)				
Increase Volunteer Program rentals				800				
Decrease Volunteer and Events printing				(2,850)				
Decrease Special Events misc expenses				(1,300)				
Move employee appreciation funding to Mayor's Office				(15,000)				
Decrease Comm Schools Collaboration (CSC) funding				(30,000)				
Move Community Schools Collaboration funding to Human Services				(100,000)				
Increase in equipment replacement				12,293				
Decrease in equipment rental O&M				(12,018)				
Removal of prior year's budget reduction							63,112	
2011 Budget Totals	\$ 1,187,026	\$ 412,950	\$ 89,471	\$ 425,341	\$ -	\$ -	\$ -	\$ 2,114,788

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	37,152							
Increase in FICA		2,574						
Increase in PERS		24,855						
Increase in Industrial Insurance		65						
Increase in Medical		726						
Increase in Employer contributions to Medical		11,141						
Decrease in Equipment Rental-Replacement				(2)				
Decrease in Special Events/Other				(1,950)				
2012 Budget Totals	\$ 1,224,178	\$ 452,311	\$ 89,471	\$ 423,389	\$ -	\$ -	\$ -	\$ 2,189,349

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL-Recreation	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Recreation Superintendent	1	1	\$ 94,824	\$ 33,210	1	\$ 97,644	\$ 36,773
Recreation Program Coordinator	4	4	285,962	119,572	4	298,587	132,307
Fiscal Specialist	1	1	60,000	25,380	1	61,776	27,900
Admin Support Coordinator	1	1	59,880	18,714	1	61,776	20,853
Recreation Program Specialist	4	3	169,852	68,986	3	180,563	76,944
Recreation Program Assistant	1.5	1.5	68,449	32,485	1.5	72,141	35,976
Admin Support Assistant	3	1	49,116	13,965	1	50,664	15,635
Extra Labor			278,115	79,122		278,115	81,148
Overtime			4,500	-		-	-
Dept. Total-Recreation	15.5	12.5	\$ 1,070,698	\$ 391,434	12.5	\$ 1,101,266	\$ 427,536

PERSONNEL-Volunteer & Events	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Special Programs Coordinator	0.75	0.75	\$ 67,104	\$ 10,551	0.75	\$ 69,096	\$ 12,294
Recreation Program Coordinator	0.5	0.5	36,624	10,005	0.5	37,704	11,240
Extra Labor			12,000	960		15,512	1,241
Overtime			600	-		600	-
Dept. Total-Volunteer & Events	1.25	1.25	\$ 116,328	\$ 21,516	1.25	\$ 122,912	\$ 24,775
Total	16.75	13.75	\$ 1,187,026	\$ 412,950	13.75	\$ 1,224,178	\$ 452,311

Professional Contract

Professional services contracts for the Recreation division include program administration costs, such as instructor fees, as well as communications, equipment rental and O&M charges, memberships and dues, and repairs and maintenance.

Account Number	Purpose	2011	2012
000.07.574.200.41.01	Fall basketball league officials, Athletic programs: body sculpting, yoga, karate, tae kwon do, basketball, bellydance, jazzercise, dance, new classes, winter basketball league officials, and coed softball league officials	\$ 53,937	\$ 53,937
000.07.574.200.41.02	Senior program instructors, performers, tournament officials, coach: lifetime fitness, square dance, painting, misc. new programs	9,610	9,610
000.07.574.200.41.03	Pre-school Summer Camp Contract	1,014	1,014
000.07.574.200.41.04	Kitchen cleaning, facility rental emer./carpet cleaning, mailing bureau, etc	17,750	17,750
000.07.574.200.41.05	Summer day camp, Adventure camp field trip bus rentals	22,000	22,000
000.07.574.200.41.07	Miscellaneous professional services	1,000	1,000
000.07.574.200.41.09	Teen Program police support, late night program security, DJ services	5,265	5,265
000.07.574.200.41.13	Youth sports instructors, youth sports leagues: sports for shorts, tennis, basket	8,590	8,590
000.07.574.200.42.01	Postage supplies, postage for quarterly brochure, monthly postage	6,380	6,380
000.07.574.200.42.02	Nextel phones, general phones, fax, cable, long distance, calling cards	17,000	17,000
000.07.574.200.43.00	Meals, mileage, parking, lodging for conferences, retreats: WRPA, etc.	3,000	3,000
000.07.574.200.43.01	Senior trip meals and parking	1,400	1,400
000.07.574.200.43.05	Summer camps/special events parking	200	200
000.07.574.200.44.00	Advertising: BRAVO facility pub, job announcemts, rec/special event ads	15,000	15,000
000.07.574.200.45.04	Misc. rentals for general programs	2,220	2,220
000.07.574.200.45.05	Summer camp/special event movie rentals, portable toilets, misc.	150	150
000.07.574.200.45.08	Table and chair rentals for community center	2,500	2,500
000.07.574.200.45.09	Teen program monthly movie rentals	200	200
000.07.574.200.45.10	Copier rentals	4,500	4,500
000.07.574.200.45.94	Equipment rental - replacements	12,293	12,291
000.07.574.200.45.95	Equipment rental - O & M	22,000	22,000
000.07.574.200.48.01	Fitness room equipment/ misc. equipment repairs	13,800	13,800
000.07.574.200.48.02	CLASS maintenance agreement, phone line, fax, copier repairs	15,250	15,250
000.07.574.200.48.03	Damaged equipment replacements	1,500	1,500
000.07.574.200.49.01	Printing of recreation guides, misc. printing/letterhead	30,000	30,000
000.07.574.200.49.02	Memberships: WRPA, registrations, training, CPR/First Aid supplies, movie licenses, health permits, league fees, newspaper subscriptions	8,252	8,252
000.07.574.200.49.04	Senior trip admissions	10,800	10,800
000.07.574.200.49.05	Youth field trip admissions	12,460	12,460
000.07.574.200.49.08	ADA services and PPI credit card fees	12,390	12,390
000.07.574.200.49.09	Teen camps, teen day trips admissions	5,280	5,280
000.07.574.200.49.10	User license	2,000	2,000
	Total Recreation Professional Services	\$ 317,741	\$ 317,739

Professional Contract - continued

Account Number	Purpose	2011	2012
000.07.574.204.41.01	Backyard Wildlife Festival: Stage and sound support, speakers, stage entertainers, roving entertainers, staffed inflatables, etc.	\$ 4,000	\$ 4,000
000.07.574.204.41.01	4th of July: Stage and sound support, stage entertainers, roving entertainers, fireworks display, electrician, staffed inflatables, etc.	25,975	25,975
000.07.574.204.41.01	Concerts and cinema series: entertainment, sound support	10,000	10,000
000.07.574.204.41.01	Mini Events: Stage and sound support, stage entertainers, roving entertainers, face painters, staffed inflatables, etc.	3,000	3,000
000.07.574.204.41.01	Miscellaneous professional services	15,000	15,000
000.07.574.204.41.01	4th of July Fireworks Show	16,025	16,025
000.07.574.204.41.02	Volunteer Professional Services	5,000	5,000
000.07.574.204.42.01	Postage	1,200	1,200
000.07.574.204.42.02	Phone/Security	1,000	1,000
000.07.574.204.43.00	Travel expenses related to professional development and training	900	900
000.07.574.204.44.00	Advertising for special events	6,000	6,000
000.07.574.204.45.01	Backyard Wildlife Festival: Rental tables, chairs, staging, tents	1,000	1,000
000.07.574.204.45.01	4th of July: Rental tables, chairs, staging, tents, fencing, portable toilets and sinks	3,000	3,000
000.07.574.204.45.01	Concerts and cinema series: movie rentals w/licensing	2,000	2,000
000.07.574.204.45.01	Mini Events: Rental tables, chairs, staging, tents, portable toilets and sinks	2,000	2,000
000.07.574.204.45.01	Miscellaneous rentals	2,000	2,000
000.07.574.204.45.02	Volunteer Program rental equipment	2,000	2,000
000.07.574.204.49.01	Backyard Wildlife Festival printing: postcards, fliers, posters	1,000	1,000
000.07.574.204.49.01	4th of July printing: postcards, fliers, posters	1,000	1,000
000.07.574.204.49.01	Concerts and cinema printing: postcards, fliers, posters	500	500
000.07.574.204.49.01	Mini Events printing: postcards, fliers, posters	1,250	1,250
000.07.574.204.49.01	Miscellaneous printing: postcards, fliers, posters	1,250	1,250
000.07.574.204.49.02	Web hosting, ASCAP, professional memberships, registrations, misc.	2,500	550
	Total Volunteer & Events Professional Services	\$ 107,600	\$ 105,650
	Total P&R Recreation Professional Services	\$ 425,341	\$ 423,389

Performance Measures

Parks & Recreation Community Center Recreational Services	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Number of programs conducted	1,000	1,062	1,062	850	850
Number of rental uses - Community Center facilities	2,686	2,302	2,300	2,300	2,300
Units of Participation in Total Hours:					
Athletics	115,000	117,428	117,000	108,000	108,000
Seniors	67,376	74,862	75,000	55,000	55,000
Youth/Teen	476,605	529,561	530,000	460,000	460,000
Rentals	258,495	223,414	225,000	225,000	225,000
Total Units of Participation	917,476	945,265	947,000	848,000	848,000
Total volunteer hours	8,272	8,200	8,350	8,400	8,450
Total group volunteer hours	3,236	4,501	4,149	4,400	4,500
Group volunteer projects	20	29	28	34	36
Special events sponsors/partners	34	38	40	42	43

Goals & Accomplishments

DEPARTMENT: Recreation (07) - Aquatics

FUND: General

RESPONSIBLE MANAGER: Rick Still

DIVISION: 576.200

FUND NUMBER : 000

POSITION: Director

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 include 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.

It is expected that during 2011, after the lease with the Tukwila School District expires, the pool will either be included in a newly formed Metropolitan Park District, or the City will not renew the lease. Therefore, no expenses are budgeted for the pool in 2012.

2009-2010 Accomplishments

- ◆ Increased Aquatic Program Fee revenue by 10% each year.
- ◆ Produced a feasibility study for a remodel/expansion of the Tukwila City Pool.
- ◆ Continued to work with the Tukwila Community Center in marketing and making pool time available for TCC's special events and camps.

2011 Program Goals

- ◆ Increase program revenue by 10%.
- ◆ Increase cost program recovery to meet council direction.
- ◆ Implement non – resident fee structure for programs.
- ◆ Offer after school Special Olympics Swim Team program for Tukwila and other local area school district students in the spring.

Aquatics
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 313,399	\$ 328,041	\$ 343,358	\$ 292,892	\$ -	-14.70%	-100.00%
20 Personnel Benefits	113,106	124,259	126,958	77,985	-	-38.57%	-100.00%
30 Supplies	15,668	11,124	14,000	14,468	-	3.34%	-100.00%
40 Other Services & Charges	137,423	170,540	117,600	142,824	-	21.45%	-100.00%
EXPENDITURE TOTAL	579,596	633,964	601,916	528,169	-	-12.25%	-100.00%

REVENUE							
General Fund	469,982	442,239	392,916	323,169	-	-17.75%	-100.00%
Program Fees	(2,665)	83,595	80,000	87,000	-	8.75%	-100.00%
Facilities Rental-Pool	43,949	44,289	50,000	47,000	-	-6.00%	-100.00%
Locker Rental	1,230	726	1,000	1,000	-	0.00%	-100.00%
Fitness Drop-ins Pool	36,708	33,380	40,000	36,000	-	-10.00%	-100.00%
Fitness Passes-Pool	30,752	29,735	38,000	34,000	-	-10.53%	-100.00%
REVENUE TOTAL	\$ 579,956	\$ 633,964	\$ 601,916	\$ 528,169	\$ -	-12.25%	-100.00%

Summary of Budget Changes

Budget changes for the Aquatics division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others. There is no funding for this division in year 2012.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 343,358	\$ 126,958	\$ 14,000	\$ 117,600	\$ -	\$ -	\$ -	\$ 601,916
2011 Changes								
Decrease in Salaries and Wages	(50,466)							
Decrease in FICA		(2,735)						
Decrease in PERS		(978)						
Decrease in Industrial Insurance		(11,089)						
Decrease in Employer contributions to GH Medical		(733)						
Decrease in Employer contributions to Medical		(33,438)						
Distribute central supplies budget to depts			468					
Increase in Public Utility Services				10,000				
Increase in Repairs & Maintenance				15,000				
Increase in misc professional services				224				
2011 Budget Totals	\$ 292,892	\$ 77,985	\$ 14,468	\$ 142,824	\$ -	\$ -	\$ -	\$ 528,169
2012 Changes								
Remove salaries budget	(292,892)							
Remove budget for benefits		(77,985)						
Remove supplies budget			(14,468)					
Remove budget for professional services				(142,824)				
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Aquatics Program Coordinator	1	1	\$ 78,024	\$ 30,639	-	\$ -	\$ -
Aquatics Program Specialist	1	1	59,712	22,166	-	-	-
Aquatics Program Assistant	0.75	0.75	34,656	11,538	-	-	-
Recreation Program Coordinator	1	-	-	-	-	-	-
Extra Labor			120,000	13,642		-	-
Overtime			500	-		-	-
Department Total	3.75	2.75	\$ 292,892	\$ 77,985	-	\$ -	\$ -

Professional Contract

Professional services contracts for Aquatics includes communications, security and fire monitoring, utilities, memberships, and training, among others.

Account Number	Purpose	2011	2012
000.07.576.200.41.00	Locksmith, consultants, fire, security	\$ 300	\$ -
000.07.576.200.42.00	Phone, security and fire monitoring	4,000	-
000.07.576.200.43.00	Mileage, meals, lodging, parking for WRPA conferences, training	400	-
000.07.576.200.44.00	Advertising banners, newspaper job listings	400	-
000.07.576.200.45.00	Rental of scissor lift for lights and ballasts	500	-
000.07.576.200.47.00	Gas, electricity, sewer, and water	110,000	-
000.07.576.200.48.00	Pest control, HVAC service, boiler repair and maintenance, misc.	25,000	-
000.07.576.200.49.00	Permit fees, memberships, education and training	2,224	-
	Total Professional Services	\$ 142,824	\$ -

Performance Measures

Parks & Recreation Aquatics Recreational Services	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Membership visits	14,478	14,234	15,000	15,000	-
Drop-in: lap, family & public swim	15,694	14,493	15,000	15,250	-
Facility rentals	258	295	260	265	-
Rental attendance	42,532	56,815	45,000	50,000	-
Observers and spectators	25,000	30,000	30,000	30,000	-

Goals & Accomplishments

DEPARTMENT: Parks Maintenance (15)

FUND: General

RESPONSIBLE MANAGER: Rick Still

DIVISION: 576.800

FUND NUMBER : 000

POSITION: Director

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.

2009-2010 Accomplishments

- ◆ Assimilated new parks into the Parks Division (Codiga Farm Park, Macadam Winter Garden, 57th Avenue Park expansion, Duwamish Hill Preserve) and develop maintenance plans for each.
- ◆ Provided park expertise in the design phase of the Duwamish Hill Preserve project.
- ◆ Inspected trail surfaces for safety hazards and repair (tree root damage, trail edge reinforcement and asphalt overlay).

2011 Program Goals

- ◆ Revise maintenance management plans to accommodate new budget direction.
- ◆ Provide assistance to Recreation and Volunteer Divisions for City-wide events.
- ◆ Provide park maintenance expertise in the design of Duwamish Hill Preserve Phase II.
- ◆ Oversee park enhancement projects annually.

2012 Program Goals

- ◆ Revise maintenance management plans to accommodate new budget direction.
- ◆ Provide assistance to Recreation and Volunteer Divisions for City-wide events.
- ◆ Provide park maintenance expertise in the design of Duwamish Hill Preserve Phase II.
- ◆ Oversee park enhancement projects annually.

Parks Maintenance
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 430,277	\$ 460,709	\$ 493,471	\$ 436,579	\$ 448,747	-11.53%	2.79%
20 Personnel Benefits	163,150	178,816	177,390	137,324	152,542	-22.59%	11.08%
30 Supplies	50,502	39,333	48,500	38,468	38,468	-20.68%	0.00%
40 Other Services & Charges	304,625	300,227	299,343	303,530	288,270	1.40%	-5.03%
60 Capital Outlays	16,466	-	12,500	7,000	7,000	-44.00%	0.00%
00 Other	-	-	(31,583)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	965,020	979,085	999,621	922,901	935,027	-7.67%	1.31%

REVENUE							
General Fund	965,020	979,085	999,621	922,901	935,027	-7.67%	1.31%
REVENUE TOTAL	\$ 965,020	\$ 979,085	\$ 999,621	\$ 922,901	\$ 935,027	-7.67%	1.31%

Summary of Budget Changes

Budget changes for the Parks Maintenance division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 493,471	\$ 177,390	\$ 48,500	\$ 299,343	\$ -	\$ 12,500	\$ (31,583)	\$ 999,621
2011 Changes								
Decrease in Salaries and Wages	(56,892)							
Decrease in FICA		(7,680)						
Increase in PERS		1,590						
Decrease in Industrial Insurance		(3,363)						
Decrease in Employer contributions to GH Medical		(1,017)						
Decrease in Employer contributions to Medical		(29,596)						
Distribute central supplies budget to depts			1,468					
Decrease in Maintenance Supplies			(8,000)					
Decrease in supplies for Trees/Plants/Flowers			(2,000)					
Decrease in Park Signage			(500)					
Decrease in Small Tools			(1,000)					
Increase in Fort Dent Custodial Cleaning				3,000				
Decrease in Travel				(1,000)				
Decrease in Advertising				(500)				
Decrease in operating rentals				(1,000)				
Increase in equipment rental replacement				23,530				
Increase in equipment rental O&M				8,157				
Decrease in Sewer, Stormwater Charges				(16,000)				
Decrease in Repairs & Maintenance				(6,000)				
Decrease in Tree Maintenance				(1,000)				
Decrease in Fort Dent Maintenance				(5,000)				
Decrease in Fort Dent Trail Repairs & Upgrades						(3,000)		
Decrease in Hanging Flower Baskets						(2,500)		
Reversal of prior year's budget reduction							31,583	
2011 Budget Totals	\$ 436,579	\$ 137,324	\$ 38,468	\$ 303,530	\$ -	\$ 7,000	\$ -	\$ 922,901

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	12,168							
Increase in FICA		930						
Increase in PERS		9,051						
Increase in Industrial Insurance		1,036						
Increase in Employer contribution to Medical-GH		324						
Increase in Employer contributions to Medical		3,877						
Decrease in equipment replacement funding				(15,260)				
2012 Budget Totals	\$ 448,747	\$ 152,542	\$ 38,468	\$ 288,270	\$ -	\$ 7,000	\$ -	\$ 935,027

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 89,784	\$ 31,364	1	\$ 92,568	\$ 34,820
Lead Maint Specialist	1	1	69,144	25,079	1	71,160	27,792
Maint Specialist Parks	5.5	4	240,336	79,456	4	247,704	88,506
Extra Labor			35,020	1,425		35,020	1,424
Overtime			2,295	-		2,295	-
Department Total	7.5	6	\$ 436,579	\$ 137,324	6	\$ 448,747	\$ 152,542

Professional Contract

Professional services contracts in the Parks Maintenance division include security, equipment replacement and O&M charges, utilities, landscape maintenance, and memberships, among others.

Account Number	Purpose	2011	2012
000.15.576.800.41.02	Fort Dent restroom cleaning	\$ 7,000	\$ 7,000
000.15.576.800.41.03	Contracted park security services	18,000	18,000
000.15.576.800.45.00	Portable toilet and equipment rentals	7,000	7,000
000.15.576.800.45.94	Equipment Replacement Fund	23,530	8,270
000.15.576.800.45.95	Equipment O & M	55,000	55,000
000.15.576.800.47.00	City Light, Puget Sound Energy, park irrigation	90,000	90,000
000.15.576.800.47.01	Sewer and stormwater	59,000	59,000
000.15.576.800.48.00	Parking lot cleaning, electrical repairs, park and trail repairs	19,000	19,000
000.15.576.800.48.01	Hazardous tree removal and trimming	3,000	3,000
000.15.576.800.48.02	Parking lot sweeping, trees maint., leaf removal, light repairs, restrm repairs	18,000	18,000
000.15.576.800.49.00	Memberships, professional development/training, uniform cleaning	4,000	4,000
	Total Professional Services	\$ 303,530	\$ 288,270

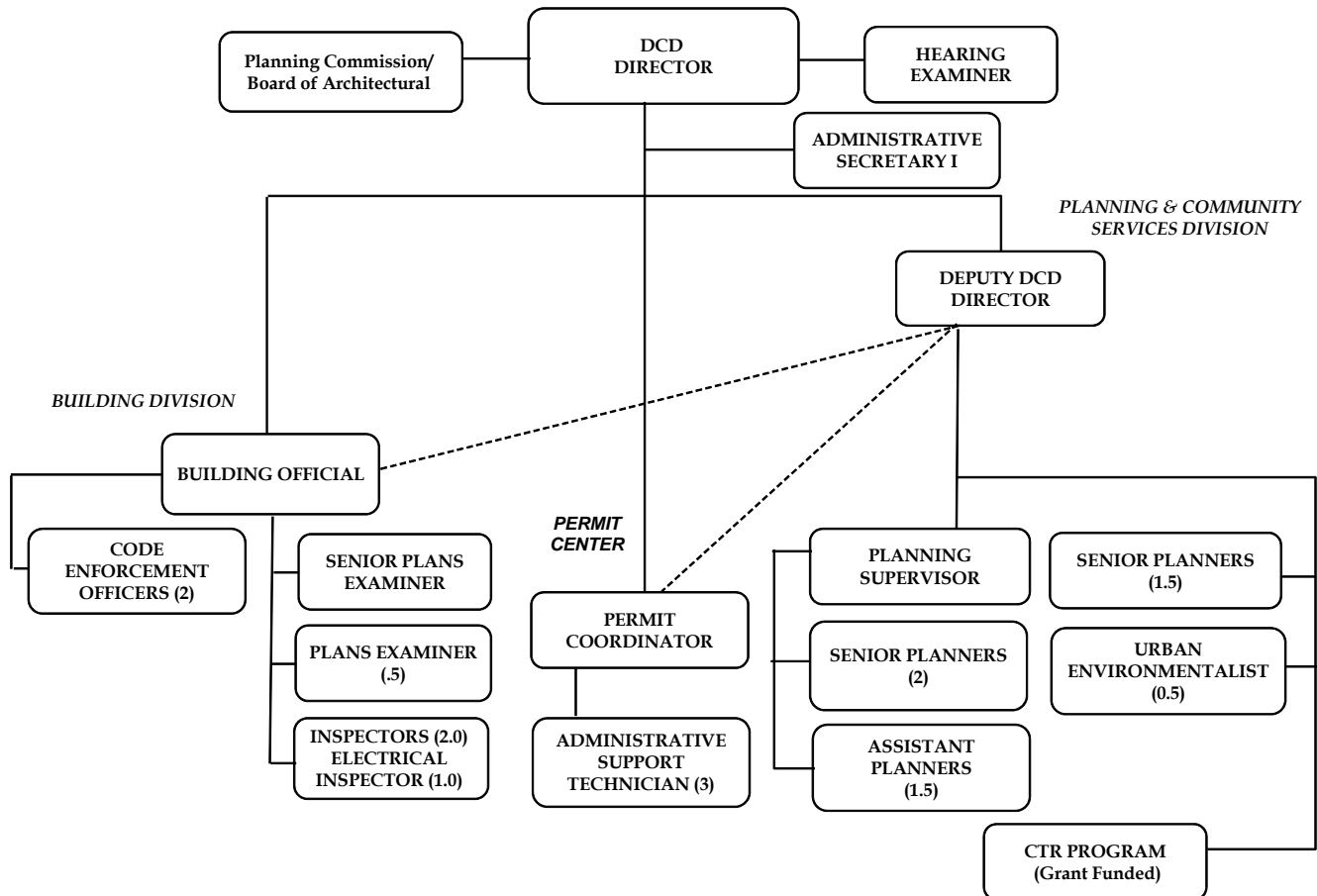
Performance Measures

Parks & Recreation Parks Maintenance Services	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Developed park and building grounds (acres)	160	162	162	162	162
Full-time equivalent (FTE) staffing	7.5	7.5	7.5	6.0	6.0
Acres per FTE	22	22	22	27	27
Cost per acre, maintain services	\$ 6,000	\$ 6,990	\$ 6,990	\$ 5,440	\$ 5,440



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Community Development



2011-2012 Biennial Budget
 Department of Community Development
 Admin, Planning, Code Enforcement, Permits, Building

Program	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget	2010-11 % Chg	2011-12 % Chg
Administration	\$ 440,254	\$ 350,653	\$ 351,517	\$ 284,655	\$ 298,605	-19.02%	4.90%
Planning	1,192,842	1,213,681	1,237,461	1,124,893	1,104,442	-9.10%	-1.82%
Code Enforcement	164,061	187,607	196,831	189,329	202,054	-3.81%	6.72%
Permit Coordination	287,465	309,510	510,203	385,115	401,795	-24.52%	4.33%
Building	982,092	718,009	754,755	592,592	619,182	-21.49%	4.49%
Rental Housing	-	-	-	54,725	57,501	0.00%	5.07%
Total	\$ 3,066,714	\$ 2,779,460	\$ 3,050,767	\$ 2,631,309	\$ 2,683,579	-13.75%	1.99%

Goals & Accomplishments

DEPARTMENT: Community Development (08) - Admin **DIVISION:** 558.100
FUND: General **FUND NUMBER :** 000
RESPONSIBLE MANAGER: Jack Pace **POSITION:** Director

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.

2011 Program Goals

- ◆ Work with Valley cities to develop all hazards recovery plan with assistance from FEMA consultants.

2012 Program Goals

- ◆ Develop effectiveness, efficiency and work load measurement to tie in with the permit tracking system .

*Community Development-Administration
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 223,164	\$ 245,528	\$ 249,395	\$ 202,580	\$ 208,655	-18.77%	3.00%
20 Personnel Benefits	73,737	78,083	81,622	60,293	68,168	-26.13%	13.06%
30 Supplies	3,257	3,003	3,000	10,282	10,282	242.73%	0.00%
40 Other Services & Charges	140,096	24,039	17,500	11,500	11,500	-34.29%	0.00%
EXPENDITURE TOTAL	440,254	350,653	351,517	284,655	298,605	-19.02%	4.90%

REVENUE							
General Fund	440,254	350,653	351,517	284,655	298,605	-19.02%	4.90%
REVENUE TOTAL	\$ 440,254	\$ 350,653	\$ 351,517	\$ 284,655	\$ 298,605	-19.02%	4.90%

Summary of Budget Changes

Budget changes for the DCD Administration division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others. Salaries have decreased due to the movement of the Administrative Assistant to the Permit Center.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 249,395	\$ 81,622	\$ 3,000	\$ 17,500	\$ -	\$ -	\$ -	\$ 351,517
2011 Changes								
Decrease in Salaries due to 1.0 FTE reduction	(45,815)							
Decrease in Extra Labor Budget	(1,000)							
Decrease in FICA		(5,504)						
Increase in PERS		652						
Decrease in Industrial Insurance		(114)						
Decrease in Medical		(3,351)						
Decrease in Employer contributions to Medical		(13,012)						
Distribute central supplies budget to depts			7,282					
Decrease in hearing examiner services				(5,000)				
Decrease in Travel				(1,000)				
2011 Budget Totals	\$ 202,580	\$ 60,293	\$ 10,282	\$ 11,500	\$ -	\$ -	\$ -	\$ 284,655
2012 Changes								
Increase in Salaries and Wages	6,075							
Increase in FICA		220						
Increase in PERS		4,525						
Increase in Industrial Insurance		65						
Increase in Medical		2,793						
Increase in Employer contributions to Medical		272						
2012 Budget Totals	\$ 208,655	\$ 68,168	\$ 10,282	\$ 11,500	\$ -	\$ -	\$ -	\$ 298,605

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
DCD Director	1	1	\$ 131,541	\$ 36,026	1	\$ 135,624	\$ 40,840
Administrative Secretary	1	1	68,088	24,267	1	70,080	27,328
Admin Support Assistant	1	-	-	-	-	-	-
Extra Labor	-	-	1,000	-	-	1,000	-
Overtime	-	-	1,951	-	-	1,951	-
Department Total	3	2	\$ 202,580	\$ 60,293	2	\$ 208,655	\$ 68,168

Professional Contract

Professional services contracts in the DCD Administration division include hearing examiner fees, repairs and maintenance, registrations, and training, among others.

Account Number	Purpose	2011	2012
000.08.558.100.41.00	Miscellaneous professional services including Hearing Examiner	\$ 6,000	\$ 6,000
000.08.558.100.43.00	Meals, parking, mileage	500	500
000.08.558.100.48.00	Repairs and maintenance	3,000	3,000
000.08.558.100.49.00	Registration - annual training and seminars	1,100	1,100
000.08.558.100.49.00	Memberships - APA, WA City Planning Directors Assn, New Urban News, Intl Council of Shopping Ctrs and American Planning Assn	250	250
000.08.558.100.49.00	Misc. memberships and training	650	650
	Total Professional Services	\$ 11,500	\$ 11,500

Goals & Accomplishments

DEPARTMENT: DCD (08) - Planning
FUND: General
RESPONSIBLE MANAGER: Jack Pace

DIVISION: 558.600/601/602/604
FUND NUMBER : 000
POSITION: Director

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.

2009-2010 Accomplishments

- ◆ Adopted Shoreline Master Program Update.
- ◆ Adopted new Sign Code.
- ◆ Began Comprehensive Plan Review (12/2014 Adoption Target).
- ◆ Adopted Sensitive Area Ordinance Updates.
- ◆ Adopted the Walk and Roll Plan.
- ◆ Implemented hourly billing for land use permits.

2011 Program Goals

- ◆ Tukwila Urban Center Plan.
- ◆ Update Manufacturing-Industrial Center Plan & Planned Action.
- ◆ Study the potential annexation for the area west of Orillia Road and NW of the MIC.
- ◆ Develop a GIS mapping browser available to the public.
- ◆ Outreach for the New Sign Code (Notification to owners of Non-conforming signs).
- ◆ Electric Vehicle Infrastructure Regulations – State Mandate.
- ◆ Update of the Comprehensive Plan.

2012 Program Goals

- ◆ Update Tree Ordinance.
- ◆ Update the Tukwila International Boulevard Plan.
- ◆ Develop a Transit Oriented Development Plan for the area around the Link Light Rail Station at Tukwila International Boulevard Station.
- ◆ Update of the Comprehensive Plan (12/2014 adoption target).

*Community Development-Planning
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 744,776	\$ 783,623	\$ 803,963	\$ 738,400	\$ 763,439	-8.15%	3.39%
20 Personnel Benefits	217,281	241,491	224,433	197,415	223,525	-12.04%	13.23%
30 Supplies	9,905	16,808	17,500	15,500	15,500	-11.43%	0.00%
40 Other Services & Charges	209,762	148,511	173,565	155,578	83,978	-10.36%	-46.02%
50 Intergovt. Services & Taxes	4,749	23,248	18,000	18,000	18,000	0.00%	0.00%
60 Capital Outlays	6,369	-	-	-	-	0.00%	0.00%
EXPENDITURE TOTAL	1,192,842	1,213,681	1,237,461	1,124,893	1,104,442	-9.10%	-1.82%

REVENUE							
General Fund	1,045,972	1,021,641	1,055,461	899,393	868,942	-14.79%	-3.39%
Zoning/Subdivision Fees	70,290	42,740	75,000	120,000	130,000	60.00%	8.33%
Commute Trip Reduction Grant	40,051	39,915	48,000	48,000	48,000	0.00%	0.00%
King County Grant-WRR	12,004	66,841	40,000	37,000	37,000	-7.50%	0.00%
Coordinated Prevention Grant	15,510	6,749	11,000	11,000	11,000	0.00%	0.00%
SEPA Checklist Fees	7,180	14,200	8,000	8,000	8,000	0.00%	0.00%
Miscellaneous Revenue	1,835	21,595	-	1,500	1,500	0.00%	0.00%
REVENUE TOTAL	\$ 1,192,842	\$ 1,213,681	\$ 1,237,461	\$ 1,124,893	\$ 1,104,442	-9.10%	-1.82%

Summary of Budget Changes

Budget changes for the Planning division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others. The Graphics Specialist position was eliminated.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 803,963	\$ 224,433	\$ 17,500	\$ 173,565	\$ 18,000	\$ -	\$ -	\$ 1,237,461
2011 Changes								
Decrease in Salaries due to FTE reduction	(57,313)							
Decrease in Extra Labor Budget	(8,250)							
Decrease in FICA		(8,770)						
Increase in PERS		7,007						
Decrease in Industrial Insurance		(344)						
Increase in Medical		8,463						
Decrease in Employer contributions to Medical		(33,374)						
Decrease in graphic supplies			(2,000)					
Decrease in TUC Plan, Shoreline Master Program, and MIC Plan Update				(8,087)				
Eliminate Shoreline Grant-Program Ended				(17,500)				
Eliminate Shoreline Grant Consultant budget				(2,500)				
Increase in Travel				3,000				
Increase in ESRI maintenance, NW Maps and other maintenance				3,000				
Increase in registration and training for Planning				500				
Decrease in KC Recycling contract				(2,500)				
Additional Reduction of KC Recycling contract-provided in house				(18,000)				
Increase TOD professional services				26,600				
Decrease professional service for Shoreline Master Plan				(2,500)				
2011 Budget Totals	\$ 738,400	\$ 197,415	\$ 15,500	\$ 155,578	\$ 18,000	\$ -	\$ -	\$ 1,124,893

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	25,039							
Increase in FICA		1,909						
Increase in PERS		16,452						
Increase in Industrial Insurance		249						
Increase in Medical		4,836						
Increase in Employer contributions to Medical		2,664						
Decrease in TOD Professional Services				(71,600)				
2012 Budget Totals	\$ 763,439	\$ 223,525	\$ 15,500	\$ 83,978	\$ 18,000	\$ -	\$ -	\$ 1,104,442

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Deputy DCD Director	1	1	\$ 108,816	\$ 33,926	1	\$ 112,305	\$ 38,203
Planning Supervisor	1	1	102,288	34,204	1	105,312	37,941
Senior Planner	3.5	3.625	325,074	80,122	3.625	334,656	91,595
Assistant Planner	2	1.5	119,980	37,254	1.5	127,604	42,138
Graphics Specialist	1	-	-	-	-	-	-
Urban Environmentalist	0.5	0.5	44,592	9,479	0.5	45,912	10,907
Extra Labor			11,750	51		11,750	55
Overtime			1,000	-		1,000	-
Dept. Total-Planning	9	7.625	\$ 713,500	\$ 195,036	7.625	\$ 738,539	\$ 220,839

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Extra Labor-CTR	0.5	0.5	24,900	2,379	0.5	24,900	2,686
Dept. Total-CTR Program	0.5	0.5	\$ 24,900	\$ 2,379	0.5	\$ 24,900	\$ 2,686
Total	9.5	8.125	\$ 738,400	\$ 197,415	8.125	\$ 763,439	\$ 223,525

Professional Contract

Professional services contracts in the Planning division include miscellaneous professional services, solid waste contracts, travel, and communications, among others.

Account Number	Purpose	2011	2012
000.08.558.600.41.00	Miscellaneous professional services: TUC Plan, SMP, MIC Plan Update	\$ 24,413	\$ -
000.08.558.600.41.00	Miscellaneous professional svcs: Comp Plan, Tree Ord, TIB, TOD at TIB Sta.	-	24,413
000.08.558.600.42.00	Postage for public notices and citizen communication	2,500	2,500
000.08.558.600.42.00	Newspaper notices for legal notices and annual garage sale	1,000	1,000
000.08.558.600.42.00	Miscellaneous communication expense	1,000	1,000
000.08.558.600.43.00	Parking, meals, mileage for seminars and training	5,000	5,000
000.08.558.600.48.00	Annual maintenance for ESRI, NW Maps, copiers, other equipment & repairs	8,000	8,000
000.08.558.600.49.00	Annual memberships, registrations, training	3,750	3,750
000.08.558.600.49.00	Printing and miscellaneous services	3,750	3,750
	Total Planning Professional Services	\$ 49,413	\$ 49,413

Account Number	Purpose	2011	2012
000.08.558.601.41.02	Business recycling	\$ 11,000	\$ 11,000
000.08.558.601.41.04	Business Recycle Special Resident Collection Events	19,000	19,000
	Total Recycling Program Professional Services	\$ 30,000	\$ 30,000

Account Number	Purpose	2011	2012
000.08.558.602.41.07	Miscellaneous professional services	\$ 3,500	\$ 3,500
000.08.558.602.43.07	Parking, meals, mileage	500	500
000.08.558.602.49.07	Miscellaneous expenses	565	565
	Total Commute Trip Reduction Program Professional Services	\$ 4,565	\$ 4,565

Account Number	Purpose	2011	2012
000.08.558.604.41.00	Professional Services - Tukwila Urban Center	\$ 71,600	\$ -
	Total Transit-Oriented Development Professional Services	\$ 71,600	\$ -
	Total DCD Planning Professional Services	\$ 155,578	\$ 83,978

Performance Measures

Planning	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Land Use Permits	135	113	110	115	120
Sign Permits (Permanent and Temporary)	175	90	95	100	110

Goals & Accomplishments

DEPARTMENT: DCD (08) – Code Enforcement

FUND: General

RESPONSIBLE MANAGER: Jack Pace

DIVISION: 558.603

FUND NUMBER : 000

POSITION: Director

Description

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

2009-2010 Accomplishments

- ◆ Completed the abatement of hazardous conditions at Rainbow Trailer Haven.
- ◆ Completed amendments to noise ordinance.
- ◆ Completed adoption of rental housing inspection ordinance.
- ◆ Completed administrative procedures for rental housing ordinance.

2011 Program Goals

- ◆ Provide training for certification for property maintenance code inspector.
- ◆ Enforcement of Rental Housing Program.
- ◆ Develop an efficient way to enforce the vacant structure ordinance.

2012 Program Goals

- ◆ Update city ordinance dealing with commercial vehicle, vacant structure, and storage requirements.
- ◆ Enforcement of Rental Housing Inspection Program.

*Community Development-Code Enforcement
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 115,726	\$ 133,350	\$ 138,825	\$ 137,430	\$ 145,059	-1.00%	5.55%
20 Personnel Benefits	40,644	47,493	47,271	39,591	44,687	-16.25%	12.87%
30 Supplies	2,247	1,630	3,000	3,000	3,000	0.00%	0.00%
40 Other Services & Charges	5,444	5,134	7,735	9,308	9,308	20.34%	0.00%
EXPENDITURE TOTAL	164,061	187,607	196,831	189,329	202,054	-3.81%	6.72%

REVENUE							
General Fund	164,061	187,607	196,831	189,329	202,054	-3.81%	6.72%
REVENUE TOTAL	\$ 164,061	\$ 187,607	\$ 196,831	\$ 189,329	\$ 202,054	-3.81%	6.72%

Summary of Budget Changes

Budget changes for the Code Enforcement division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 138,825	\$ 47,271	\$ 3,000	\$ 7,735	\$ -	\$ -	\$ -	\$ 196,831
2011 Changes								
Decrease in Salaries and Wages	(1,395)							
Decrease in FICA		(196)						
Increase in PERS		2,134						
Decrease in Industrial Insurance		(1,609)						
Decrease in Medical		(290)						
Decrease in Employer contributions to Medical		(7,719)						
Decrease in Professional Services-consolidated hearing examiner fees in Administration Division				(3,000)				
Increase in Equipment Replacement				2,108				
Increase in Equipment Rental O & M				2,465				
2011 Budget Totals	\$ 137,430	\$ 39,591	\$ 3,000	\$ 9,308	\$ -	\$ -	\$ -	\$ 189,329
2012 Changes								
Increase in Salaries and Wages	7,629							
Increase in FICA		584						
Increase in PERS		3,396						
Increase in Industrial Insurance		31						
Increase in Medical		123						
Increase in Employer contributions to Medical		962						
2012 Budget Totals	\$ 145,059	\$ 44,687	\$ 3,000	\$ 9,308	\$ -	\$ -	\$ -	\$ 202,054

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Code Enforcement Officer	2	1.8	\$ 110,650	\$ 35,319	1.8	\$ 117,131	\$ 39,835
Admin Support Technician	0.5	0.5	25,780	4,117	0.5	26,928	4,852
Extra Labor			-	-		1,000	-
Overtime			1,000	155		-	-
Department Total	2.5	2.3	\$ 137,430	\$ 39,591	2.3	\$ 145,059	\$ 44,687

Professional Contract

Professional services contracts in Code Enforcement include training, travel, memberships, equipment rental and O&M charges, and dump passes, among others.

Account Number	Purpose	2011	2012
000.08.558.603.43.00	Parking, meals, mileage for WACE conferences and misc.	\$ 1,000	\$ 1,000
000.08.558.603.45.94	Equipment rental - replacement	2,108	2,108
000.08.558.603.45.95	Equipment rental - O&M	4,200	4,200
000.08.558.603.47.00	Dump passes @ avg cost of \$27.00 each	1,000	1,000
000.08.558.063.49.00	Conferences, training, membership dues, misc.	1,000	1,000
	Total Professional Services	\$ 9,308	\$ 9,308

Performance Measures

Code Enforcement	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Cases Opened	372	492	550	550	550
Cases Closed	380	412	450	450	450

Goals & Accomplishments

DEPARTMENT: DCD (08) – Permit Coordination

FUND: General

RESPONSIBLE MANAGER: Jack Pace

DIVISION: 559.100

FUND NUMBER : 000

POSITION: Director

Description

The Permit Coordination Division is responsible for maintaining the Permit System and receiving and issuing permits using Permits Plus 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.

2009-2010 Accomplishments

- ◆ Developed a combination permit for single family residential construction.

2011 Program Goals

- ◆ Develop procedures for processing over the counter permits electronically.
- ◆ Provide all land use applications on line with PDF form capability.
- ◆ Review options for upgrading the Permit Processing Software.

2012 Program Goals

- ◆ Develop procedures for processing over the counter permits electronically.
- ◆ Provide all land use applications on line with PDF form capability.
- ◆ Review options for upgrading the Permit Processing Software.

*Community Development-Permit Coordination
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 164,979	\$ 174,948	\$ 180,082	\$ 238,728	\$ 246,442	32.57%	3.23%
20 Personnel Benefits	70,700	76,259	73,111	81,632	90,598	11.65%	10.98%
30 Supplies	4,064	2,749	3,000	3,000	3,000	0.00%	0.00%
40 Other Services & Charges	47,722	55,554	254,010	61,755	61,755	-75.69%	0.00%
EXPENDITURE TOTAL	287,465	309,510	510,203	385,115	401,795	-24.52%	4.33%

REVENUE							
General Fund	(1,323,028)	(296,031)	(1,500,797)	(44,885)	(28,205)	-97.01%	-37.16%
Building/Structures/Equip	837,319	312,533	1,180,000	193,000	193,000	-83.64%	0.00%
Electrical Permits	492,495	200,939	500,000	135,000	135,000	-73.00%	0.00%
Mechanical Permits	155,781	57,087	160,000	49,000	49,000	-69.38%	0.00%
Plumbing/Gas Permits	51,845	22,366	51,000	19,000	19,000	-62.75%	0.00%
Electrical Plan Review	73,053	12,616	120,000	34,000	34,000	-71.67%	0.00%
REVENUE TOTAL	\$ 287,465	\$ 309,510	\$ 510,203	\$ 385,115	\$ 401,795	-24.52%	4.33%

The expenditure and revenue summary above for permitting activities do not include salaries and benefits in other divisions such as the Planning and Building divisions.

Summary of Budget Changes

Budget changes for the Permit Coordination division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others. Salaries increased due to the movement of the Admin Support Technician from Administration division.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 180,082	\$ 73,111	\$ 3,000	\$ 254,010	\$ -	\$ -	\$ -	\$ 510,203
2011 Changes								
Increase in Salaries and Wages	58,646							
Increase in FICA		4,486						
Increase in PERS		7,053						
Increase in Industrial Insurance		380						
Increase in Medical		411						
Decrease in Employer contributions to Medical		(3,809)						
Decrease-one time funding for upgrade (Accella)				(200,000)				
Increase in repair and maintenance				1,000				
Increase in repair and maintenance				6,745				
2011 Budget Totals	\$ 238,728	\$ 81,632	\$ 3,000	\$ 61,755	\$ -	\$ -	\$ -	\$ 385,115

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	7,714							
Increase in FICA		590						
Increase in PERS		5,455						
Increase in Industrial Insurance		113						
Increase in Medical		201						
Increase in Employer contributions to Medical		2,607						
Decrease in microfilming services				(2,325)				
Decrease in courier services				(550)				
Decrease miscellaneous professional services				(450)				
Decrease in travel expenses				(1,000)				
Increase in Permits Plus maintenance and support				4,070				
Increase in IVR maintenance and support				255				
2012 Budget Totals	\$ 246,442	\$ 90,598	\$ 3,000	\$ 61,755	\$ -	\$ -	\$ -	\$ 401,795

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. .38 FTE from Rental Housing was moved to Permit Coordination.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Permit Coordinator	1	1	\$ 83,664	\$ 25,619	1	\$ 86,162	\$ 28,539
Admin Support Technician	2	3	155,064	56,013	3	160,280	62,059
Department Total	3	4	\$ 238,728	\$ 81,632	4	\$ 246,442	\$ 90,598

Professional Contract

Professional services contracts in the Permit Coordination division include microfilming, permitting system maintenance and licensing costs, and memberships, among others.

Account Number	Purpose	2011	2012
000.08.559.100.41.00	Microfilming	\$ 3,595	\$ 1,270
000.08.559.100.41.00	Courier services	1,100	550
000.08.559.100.41.00	Miscellaneous services	1,000	550
000.08.559.100.43.00	Travel, hotel, meals for Permits Plus conference	1,500	500
000.08.559.100.48.00	Repair and maintenance services	500	500
000.08.559.100.48.00	Permits Plus maintenance and support	40,700	44,770
000.08.559.100.48.00	IVR maintenance and support	5,115	5,370
000.08.559.100.49.00	Memberships, certifications, registrations, conferences	1,500	1,500
000.08.559.100.49.08	PPI credit card fees	6,745	6,745
	Total Professional Services	\$ 61,755	\$ 61,755

Performance Measures

Building and Permitting	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Number of Permits Issued:					
Building	523	264	223	245	245
Inspections Conducted	10,565	3,691	4,101	5,275	4,175
Mechanical	321	158	129	170	170
Plumbing/Gas Piping	313	145	128	140	140
Electrical Permits	1,573	819	767	795	795
Pre-Application Meetings	39	18	24	25	27

Goals & Accomplishments

DEPARTMENT: DCD (08) – Building Division

FUND: General

RESPONSIBLE MANAGER: Jack Pace

DIVISION: 559.600

FUND NUMBER : 000

POSITION: Director

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.

2009-2010 Accomplishments

- ◆ Adopted the 2008 National Electrical Code and related WAC rules.
- ◆ Adopted the 2009 State Building Codes and consolidated the administrative provisions for Title 16 of the TMC including permit fee schedules.
- ◆ Provided code update training for all Building Division staff members related to the adoption of the 2009 State Building Code.

2011 Program Goals

- ◆ Implement electronic inspection reporting (web base) and install PDF software of the Building Codes.
- ◆ Develop inspection procedures for the implementation of the new flood zone ordinance in collaboration with Public Works.
- ◆ Implementation of the Rental Housing Inspection Program.
- ◆ Respond to inspection requests within 24 hours.
- ◆ Initiate a performance audit of intake, plan review, and inspection processes.
- ◆ Adopt standard for Five over One Buildings.

2012 Program Goals

- ◆ Implementation of the Rental Housing Inspection Program.
- ◆ Adopt new Mobile Home Park / RV Park Ordinance.
- ◆ Develop a modified cost/revenue allocation methodology for determining permit fees.
- ◆ Maintain a 24 hour response time to inspection requests.
- ◆ Develop inspection procedures for the implementation of the new Flood Zone Ordinance with Public Works.

Community Development-Building
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 404,731	\$ 436,114	\$ 516,183	\$ 409,047	\$ 421,160	-20.76%	2.96%
20 Personnel Benefits	149,616	159,232	201,374	125,530	140,006	-37.66%	11.53%
30 Supplies	4,626	2,016	7,984	3,000	2,999	-62.42%	-0.03%
40 Other Services & Charges	423,119	120,647	106,424	55,015	55,017	-48.31%	0.00%
00 Other	-	-	(77,210)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	982,092	718,009	754,755	592,592	619,182	-21.49%	4.49%

REVENUE							
General Fund	256,418	387,002	(125,245)	(77,408)	(65,818)	-38.19%	-14.97%
Plan Checking Fees	725,674	331,007	880,000	650,000	665,000	-26.14%	2.31%
Structural Plan Review Fee	-	-	-	20,000	20,000	0.00%	0.00%
REVENUE TOTAL	\$ 982,092	\$ 718,009	\$ 754,755	\$ 592,592	\$ 619,182	-21.49%	4.49%

Summary of Budget Changes

Budget changes for the Building division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others. Salary reduction due to elimination of second electrical inspector position, reduction of Plans Examiner to .50 FTE and movement of .37 FTE Inspector to Rental Housing Inspection Program.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 516,183	\$ 201,374	\$ 7,984	\$ 106,424	\$ -	\$ -	\$ (77,210)	\$ 754,755
2011 Changes								
Decrease in Salaries due to 1.50 FTE reduction and .37 FTE Inspector moving to Rental Housing Inspection Program	(107,136)							
Decrease in FICA		(8,515)						
Increase in PERS		767						
Decrease in Industrial Insurance		(5,957)						
Decrease in Medical		(1,420)						
Decrease in Employer contributions to Medical		(60,719)						
Decrease in UPC WKB supplies			(252)					
Eliminate contingency funding for supplies			(786)					
Decrease publication costs			(1,876)					
Decrease in miscellaneous operating supplies			(2,070)					
Decrease in Reid Middleton, Sound Inspection, and Investigative project peer review				(23,500)				
Decrease in Travel				(500)				
Increase in Equipment Replacement				12,465				
Increase in Equipment Rental O & M				1,126				
Decrease tuition expense				(188)				
Eliminate miscellaneous expense funding				(4,157)				
Decrease in registration fees				(1,655)				
Decrease in building abatement				(35,000)				
Reversal of prior year's budget reduction							77,210	
2011 Budget Totals	\$ 409,047	\$ 125,530	\$ 3,000	\$ 55,015	\$ -	\$ -	\$ -	\$ 592,592

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	12,113							
Increase in FICA		837						
Increase in PERS		9,211						
Increase in Industrial Insurance		390						
Increase in Medical		921						
Increase in Employer contributions to Medical		3,117						
Decrease in office & operating supplies			(1)					
Increase in equipment replacement				2				
2012 Budget Totals	\$ 421,160	\$ 140,006	\$ 2,999	\$ 55,017	\$ -	\$ -	\$ -	\$ 619,182

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Building Official	1	1	\$ 106,992	\$ 29,412	1	\$ 110,160	\$ 32,889
Senior Electrical Inspector	1	1	77,112	24,826	1	79,416	27,890
Senior Plans Examiner	1	1	73,848	25,151	1	76,008	27,607
Combination Inspector	3	1.63	117,454	34,779	1.63	120,999	39,064
Plans Examiner	1	0.5	31,920	11,362	0.5	32,856	12,556
Overtime			1,721	-		1,721	-
Department Total	7	5.13	\$ 409,047	\$ 125,530	5.13	\$ 421,160	\$ 140,006

Professional Contract

Professional services contracts in the Building division include peer review costs, equipment replacement and O&M costs, memberships, registrations, and travel, among others.

Account Number	Purpose	2011	2012
000.08.559.600.41.00	Project Peer Reviews - Reid Middleton & Sound Inspections & Investigative	\$ 20,000	\$ 20,000
000.08.559.600.43.00	Meals, parking for WABO meetings and for training	5,000	5,000
000.08.559.600.45.94	Equipment rental and replacements	12,465	12,467
000.08.559.600.45.95	Equipment rental O&M	15,000	15,000
000.08.559.600.48.00	Miscellaneous repairs and maintenance	550	550
000.08.559.600.49.00	Membership dues, registrations, and tuition	2,000	2,000
	Total Professional Services	\$ 55,015	\$ 55,017

Goals & Accomplishments

DEPARTMENT: DCD (08) – Rental Housing

FUND: General

RESPONSIBLE MANAGER: Jack Pace

DIVISION: 559.200

FUND NUMBER : 000

POSITION: Director

Description

The rental housing inspection program is new in 2011 and consists of two components. First, an annual rental business license and second, all residential rental units must be inspected every five years. Any substandard conditions must be corrected before the unit is approved as a rental.

2011 Program Goals

- ◆ Begin implementation of the Rental Housing Inspection Program.

2012 Program Goals

- ◆ Continue to implement the Rental Housing Inspection Program.

*Community Development-Rental Housing
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ -	\$ -	\$ -	\$ 40,624	\$ 41,860	0.00%	3.04%
20 Personnel Benefits	-	-	-	14,101	15,641	0.00%	10.92%
EXPENDITURE TOTAL	-	-	-	54,725	57,501	0.00%	5.07%

REVENUE							
General Fund	-	-	-	(26,275)	(23,499)	0.00%	-10.57%
Rental Housing License	-	-	-	42,750	42,750	0.00%	0.00%
Rental Housing Inspection	-	-	-	37,250	37,250	0.00%	0.00%
Rental Housing OT Inspection				1,000	1,000	0.00%	0.00%
REVENUE TOTAL	\$ -	\$ -	\$ -	\$ 54,725	\$ 57,501	0.00%	5.07%

Summary of Budget Changes

As a new program, there were no budget changes for Rental Housing other than step increases and COLA increases for salaries, and health care cost changes.

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. .38 FTE Admin Support Technician was moved to Permit Coordination.

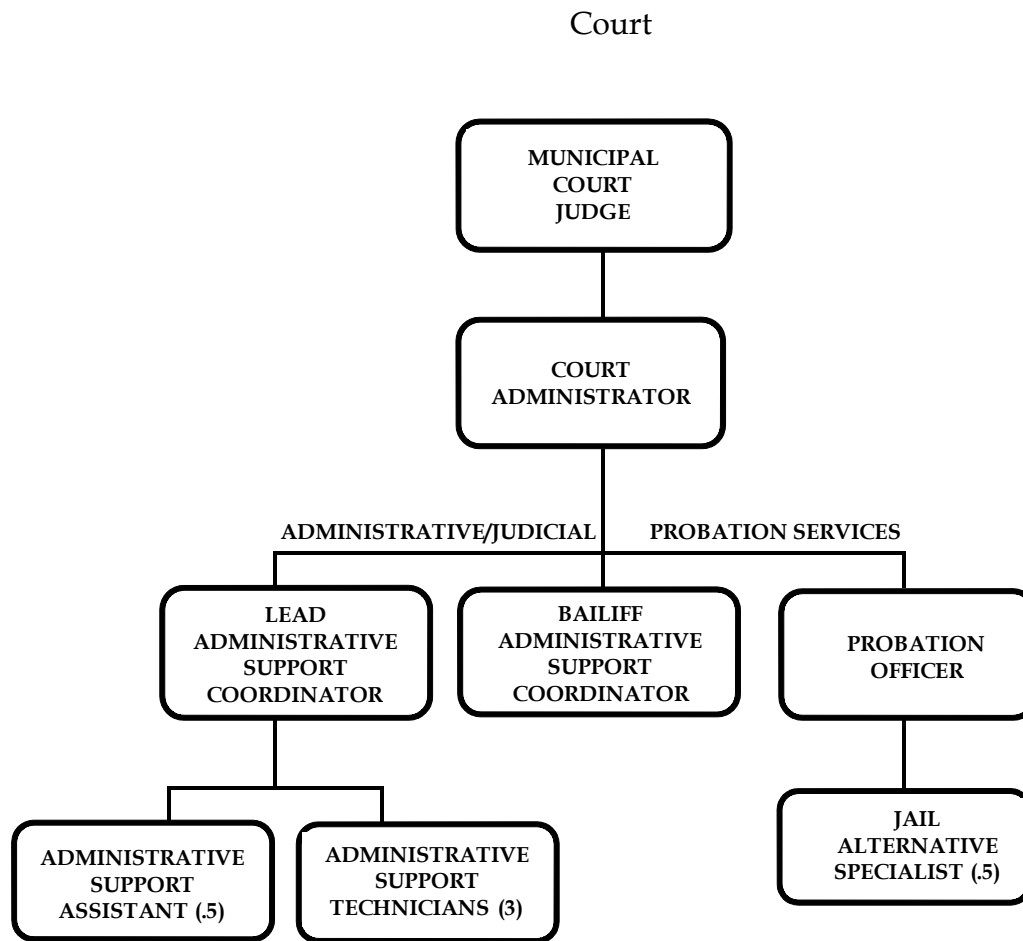
PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Combination Inspector	-	0.37	\$ 27,830	\$ 9,299	0.37	\$ 28,655	\$ 10,322
Code Enforcement Officer	-	0.20	12,794	4,802	0.20	13,205	5,319
Department Total	-	0.57	\$ 40,624	\$ 14,101	0.57	\$ 41,860	\$ 15,641

Performance Measures

Rental Housing	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Total number of inspections completed	N/A	N/A	N/A	800-1,200	800-1,200



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Goals & Accomplishments

DEPARTMENT: Court (09)

FUND: General

RESPONSIBLE MANAGER: Kimberly Walden

DIVISION: 512/523

FUND NUMBER : 000

POSITION: Judge

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.

2009-2010 Accomplishments

- ◆ Explored increased use of technology to enhance court services.
- ◆ Expanded participation in county-wide trial court coordination efforts.
- ◆ Continued joint meetings with Police Department, Prosecutor and Public Defender to enhance communications and improve court services.

2011 Program Goals

- ◆ Continue to focus on Court's Succession Plan to include National, State and Local training opportunities.
- ◆ Restructure Court schedule to allow for specialized calendars (Diversion, Interpreter, etc.).
- ◆ Continue to retool and expand the jail Alternative Program.
- ◆ Participate in pending Union contract issues as they relate to court specific needs.
- ◆ Explore increased use of technology to enhance court services.
- ◆ Expand participation in county-wide trial court coordination efforts.
- ◆ Continue joint meetings with Police Department, Prosecutor and Public Defender to enhance communications and improve court services.

2012 Program Goals

- ◆ Continue to focus on Court's Succession Plan to include National, State and Local training opportunities.
- ◆ Restructure Court schedule to allow for specialized calendars (Diversion, Interpreter, etc.).
- ◆ Continue to retool and expand the jail Alternative Program.
- ◆ Participate in pending Union contract issues as they relate to court specific needs.
- ◆ Explore increased use of technology to enhance court services.
- ◆ Expand participation in county-wide trial court coordination efforts.
- ◆ Continue joint meetings with Police Department, Prosecutor and Public Defender to enhance communications and improve court services.

Court
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 588,863	\$ 625,048	\$ 630,819	\$ 609,903	\$ 627,068	-3.32%	2.81%
20 Personnel Benefits	195,522	222,049	203,509	191,015	213,170	-6.14%	11.60%
30 Supplies	17,763	7,638	9,000	12,108	12,108	34.53%	0.00%
40 Other Services & Charges	328,281	326,397	341,715	140,503	141,503	-58.88%	0.71%
60 Capital Outlays	6,322	-	-	25,000	-	0.00%	-100.00%
00 Other	-	-	(18,363)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	1,136,751	1,181,132	1,166,680	978,529	993,849	-16.13%	1.57%

REVENUE							
General Fund	761,171	821,633	812,680	676,388	690,004	-16.77%	2.01%
Record Check Fee	68,093	75,953	50,000	70,000	72,000	40.00%	2.86%
Traffic Infractions	146,696	134,207	127,000	126,800	132,304	-0.16%	4.34%
Civil Parking Infraction Penalty	19,195	18,506	24,000	13,500	13,905	-43.75%	3.00%
Other Crim Traffic Msdmnr Fine	33,403	25,047	23,000	18,000	18,540	-21.74%	3.00%
Public Defense Cost	12,836	17,325	5,000	15,000	15,450	200.00%	3.00%
State Grant-AOC Interpreter	16,626	19,376	-	8,699	-	0.00%	-100.00%
Miscellaneous Revenue	78,731	69,085	125,000	50,142	51,646	-59.89%	3.00%
REVENUE TOTAL	\$ 1,136,751	\$ 1,181,132	\$ 1,166,680	\$ 978,529	\$ 993,849	-16.13%	1.57%

Summary of Budget Changes

Budget changes for the Court include step increases and COLA increases for salaries, health care cost changes, implementation of program and service reductions for the 2011-2012 biennial budget, and movement of public defender costs to the Mayor's Office, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 630,819	\$ 203,509	\$ 9,000	\$ 341,715	\$ -	\$ -	\$ (18,363)	\$ 1,166,680
2011 Changes								
Decrease in Salaries and Wages	(20,916)							
Decrease in FICA		(2,720)						
Increase in PERS/PSERS		11,940						
Increase in Industrial Insurance		745						
Decrease in Medical		(1,415)						
Decrease in Employer contributions to Medical		(21,044)						
Distribute central supplies budget to depts			1,908					
Increase in Office & Operating Supplies			1,200					
Decrease public defender costs				(25,000)				
Move public defender budget to Mayor's Office				(163,000)				
Decrease in Travel				(1,600)				
Decrease in Operating Rentals & Leases				(5,000)				
Decrease in Repairs & Maintenance				(700)				
Decrease in Misc Professional Services				(1,650)				
Decrease court security				(5,000)				
Increase in Memberships, Dues				175				
Increase Training costs				563				
Technology enhancement for SCORE compliance						25,000		
Reversal of prior year's budget reduction							18,363	
2011 Budget Totals	\$ 609,903	\$ 191,015	\$ 12,108	\$ 140,503	\$ -	\$ 25,000	\$ -	\$ 978,529
2012 Changes								
Increase in Salaries and Wages	17,165							
Increase in FICA		1,312						
Increase in PERS		14,547						
Increase in Industrial Insurance		325						
Increase in Medical		430						
Increase in Employer contributions to Medical		5,541						
Increase in printing				1,000				
Remove funding-only for 2011						(25,000)		
2012 Budget Totals	\$ 627,068	\$ 213,170	\$ 12,108	\$ 141,503	\$ -	\$ -	\$ -	\$ 993,849

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Municipal Court Judge	0.56	0.56	\$ 78,390	\$ 18,082	0.56	\$ 78,390	\$ 20,067
Court Administrator	0.75	0.75	65,214	22,040	0.75	67,140	24,465
Admin Support Coordinator	1	1	60,720	18,884	1	62,795	21,072
Bailiff Court	1	1	59,712	15,561	1	61,488	17,488
Admin Support Technician	4	3	156,451	59,649	3	162,087	65,997
Admin Support Assistant	0.50	0.50	22,408	3,778	0.50	24,230	4,571
Overtime			4,016	-		4,016	-
Dept. Total-Court Admin	7.81	6.81	\$ 446,911	\$ 137,994	6.81	\$ 460,146	\$ 153,660

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Municipal Court Judge	0.19	0.19	\$ 26,130	\$ 6,027	0.19	\$ 26,130	\$ 6,689
Court Administrator	0.25	0.25	21,738	7,346	0.25	22,380	8,155
Probation Officer	1	1	83,664	35,054	1	86,136	39,331
Admin Support Specialist	0.50	0.50	27,960	4,594	0.50	28,776	5,335
Extra Labor			2,500	-		2,500	-
Overtime			1,000	-		1,000	-
Dept. Total-Probation & Parole	1.94	1.94	\$ 162,992	\$ 53,021	1.94	\$ 166,922	\$ 59,510
Total	9.75	8.75	\$ 609,903	\$ 191,015	8.75	\$ 627,068	\$ 213,170

Professional Contract

Professional services contracts for Court include security, interpreters, printing, and training, among others.

Account Number	Purpose	2011	2012
000.09.512.500.41.01	Pro Tem Judges	\$ 12,000	\$ 12,000
000.09.512.500.41.03	Interpreters	52,000	52,000
000.09.512.500.42.00	Postage, delivery service, shipping, and KC I-Net Charges	5,300	5,300
000.09.512.500.43.00	Meals, parking, training-St Court Conf, Regional Trng, Team Trng/Retreat	3,500	3,500
000.09.512.500.48.00	Annual maintenance costs of JIS System printer, in-court Fax, misc. equip.	1,800	1,800
000.09.512.500.49.00	Annual memberships, DMCJA, DMCMA, NACM	1,670	1,670
000.09.512.500.49.00	New employee/Bailiff trng, regional trng	750	750
000.09.512.500.49.00	Registration - annual training through DMCMA, MDCJA, Line Staff Conf.	3,580	3,580
000.09.512.500.49.01	Misc. expense for printing, increase due to SCORE	5,000	4,000
000.09.512.500.49.04	Witness & Juror fees	7,000	7,000
	Total Court Administration Professional Services	\$ 92,600	\$ 91,600

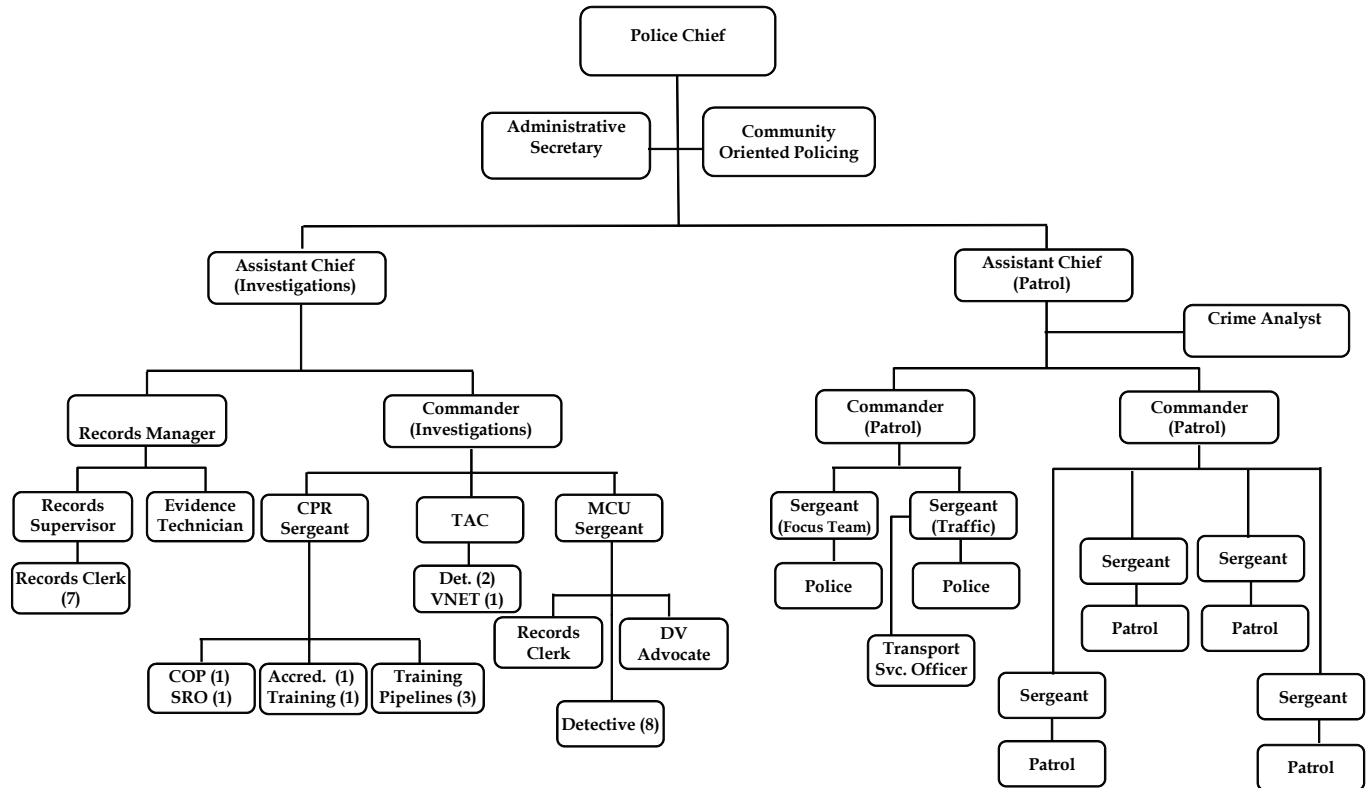
Account Number	Purpose	2011	2012
000.09.523.300.41.01	Pro Tem Judges - Review Calendar Probation Cases	\$ 1,000	\$ 1,000
000.09.523.300.41.03	Interpreters for probation appts, Public Defender screening, Jail Alt. Prog.	1,000	1,000
000.09.523.300.41.04	Court Security	40,000	42,000
000.09.523.300.42.00	Postage, fax, and on-line usage	250	250
000.09.523.300.43.00	Meals, parking, training for Probation Dept.	2,715	2,715
000.09.523.300.48.00	Annual maintenance costs for equipment in Probation Office	500	500
000.09.523.300.49.00	Registration for conferences and regional training	250	250
000.09.523.300.49.01	Annual memberships	500	500
000.09.523.300.49.02	Training	1,688	1,688
	Total Probation and Parole Professional Services	\$ 47,903	\$ 49,903

	Total Court Professional Services	\$ 140,503	\$ 141,503
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Performance Measures

Municipal Court	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Charges filed	5,213	5,661	6,000	5,250	5,250
Criminal hearings held	12,640	10,527	12,000	11,500	11,500
Traffic hearings held	2,828	2,832	3,800	3,500	3,500
City revenues collected	\$ 382,447	\$ 365,346	\$ 335,000	\$ 330,000	\$ 330,000

Police Services



2011-2012 Biennial Budget
Police Department
Admin, Patrol, Special Services, Major Crimes, Crime Prevention

Program	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget	2010-11 % Chg	2011-12 % Chg
Administration	\$ 1,149,068	\$ 1,291,198	\$ 1,255,199	\$ 1,409,195	\$ 1,430,892	12.27%	1.54%
Patrol	6,453,256	6,733,116	7,254,074	7,808,614	7,426,464	7.64%	-4.89%
Special Services	1,399,852	1,393,690	1,498,016	1,511,048	1,566,622	0.87%	3.68%
Investigations	1,446,183	1,404,794	1,639,475	1,408,046	1,432,274	-14.12%	1.72%
Gambling Enforcement	688,148	715,762	895,722	642,663	653,447	-28.25%	1.68%
Crime Prevention	555,961	616,724	711,074	773,742	822,165	8.81%	6.26%
Training	239,926	225,991	237,057	237,080	241,151	0.01%	1.72%
Traffic	606,612	594,187	534,711	477,307	489,695	-10.74%	2.60%
Total	<u>\$ 12,539,006</u>	<u>\$ 12,975,462</u>	<u>\$ 14,025,328</u>	<u>\$ 14,267,695</u>	<u>\$ 14,062,710</u>	<u>1.73%</u>	<u>-1.44%</u>

Goals & Accomplishments

DEPARTMENT: Police (10) - Admin

FUND: General

RESPONSIBLE MANAGER: Chief David Haynes

DIVISION: 521.100

FUND NUMBER: 000

POSITION: Chief of Police

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.

2009-2010 Accomplishments

- ◆ Continued to assess current and future department staffing and facility needs that support delivery of law enforcement excellence to the community.
- ◆ Recognized excellent performance.
- ◆ Worked with and strengthened regional partnerships.

2011 Program Goals

- ◆ Assess current and future department staffing and facility needs that support delivery of law enforcement excellence to the community.
- ◆ Recognize excellent performance.
- ◆ Resolve community problems through partnerships and problem solving.
- ◆ Work with and strengthen regional partnerships.

2012 Program Goals

- ◆ Assess current and future department staffing and facility needs that support delivery of law enforcement excellence to the community.
- ◆ Recognize excellent performance.
- ◆ Resolve community problems through partnerships and problem solving.
- ◆ Work with and strengthen regional partnerships.

*Police-Administration
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 640,448	\$ 735,764	\$ 754,343	\$ 757,199	\$ 781,055	0.38%	3.15%
20 Personnel Benefits	213,130	258,156	261,514	231,567	244,411	-11.45%	5.55%
30 Supplies	9,920	9,065	9,000	25,048	25,048	178.31%	0.00%
40 Other Services & Charges	274,390	271,742	357,357	359,481	359,478	0.59%	0.00%
50 Intergovt. Services & Taxes	11,180	16,471	20,900	20,900	20,900	0.00%	0.00%
60 Capital Outlays	-	-	-	15,000	-	0.00%	-100.00%
00 Other	-	-	(147,915)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	1,149,068	1,291,198	1,255,199	1,409,195	1,430,892	12.27%	1.54%

REVENUE							
General Fund	1,149,068	1,291,198	1,255,199	1,409,195	1,430,892	12.27%	1.54%
REVENUE TOTAL	\$ 1,149,068	\$ 1,291,198	\$ 1,255,199	\$ 1,409,195	\$ 1,430,892	12.27%	1.54%

Summary of Budget Changes

Budget changes for the Police Administration division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 754,343	\$ 261,514	\$ 9,000	\$ 357,357	\$ 20,900	\$ -	\$ (147,915)	\$ 1,255,199
2011 Changes								
Increase in Salaries from COLA and step increases	2,856							
Decrease in FICA		(3,811)						
Increase in LEOFF		2,461						
Decrease in PERS		(1,251)						
Increase in Industrial Insurance		2,496						
Decrease in Medical		(19,190)						
Decrease in Employer contributions to Medical		(10,652)						
Distribute central supplies budget to depts			16,048					
Increase in Professional Services-COPS Grant				16,000				
Increase in Equipment Replacement Funding				4,346				
Decrease in Equipment Rental O&M				(8,222)				
Remove funding for Police Statistical Software				(10,000)				
Budget for crime analytical software						15,000		
Reversal of prior year's budget reduction							147,915	
2011 Budget Totals	\$ 757,199	\$ 231,567	\$ 25,048	\$ 359,481	\$ 20,900	\$ 15,000	\$ -	\$ 1,409,195
2012 Changes								
Increase in Salaries from COLA and step increases	23,856							
Increase in FICA		1,140						
Increase in LEOFF		1,068						
Increase in PERS		1,532						
Increase in Industrial Insurance		1,045						
Increase in Medical		851						
Increase in Employer contributions to Medical		7,208						
Decrease in Equipment Rental & Replacement				(3)				
Remove funding for analytical software-2011 only						(15,000)		
2012 Budget Totals	\$ 781,055	\$ 244,411	\$ 25,048	\$ 359,478	\$ 20,900	\$ -	\$ -	\$ 1,430,892

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Chief	1	1	\$ 136,248	\$ 34,334	1	\$ 140,280	\$ 35,877
Assistant Police Chief	2	2	238,992	65,568	2	246,048	68,518
Police Commander	3	3	316,968	103,421	3	326,256	108,759
Admin Secretary	1	1	61,844	28,244	1	65,324	31,257
Overtime			3,147	-		3,147	-
Department Total	7	7	\$ 757,199	\$ 231,567	7	\$ 781,055	\$ 244,411

Professional Contract

Professional services contracts in the Police Administration division include insurance costs, repairs and maintenance, equipment replacement and O&M costs, and communications, among others.

Account Number	Purpose	2011	2012
000.10.521.100.41.00	Counseling, infectious disease training, pre-employment testing	\$ 8,525	\$ 8,525
000.10.521.100.41.00	COPS Grant-supplies	16,000	16,000
000.10.521.100.42.00	Communication supplies and services	14,740	14,740
000.10.521.100.43.00	Travel expenses for prof. mtgs & conferences: meals, parking, mileage	1,700	1,700
000.10.521.100.44.00	Advertising expenses	400	400
000.10.521.100.45.00	Rentals and lease fees	4,500	4,500
000.10.521.100.45.94	Equipment replacement	4,346	4,343
000.10.521.100.45.95	Equipment O & M	23,000	23,000
000.10.521.100.46.00	Insurance allocation to WCIA	225,000	225,000
000.10.521.100.48.00	Radio repairs and maintenance	7,740	7,740
000.10.521.100.48.01	Repairs and maintenance for 800 Mhz system assessment	51,000	51,000
000.10.521.100.49.00	Memberships and book/report/magazine subscriptions	2,530	2,530
	Total Professional Services	\$ 359,481	\$ 359,478

Performance Measures

Police Administration	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Goals & objective development	1	1	1	1	1
Publish Annual Report	1	1	1	1	1

Goals & Accomplishments

DEPARTMENT: Police (10) - Patrol

FUND: General

RESPONSIBLE MANAGER: Chief David Haynes

DIVISION: 521.220

FUND NUMBER: 000

POSITION: Chief of Police

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.

2009-2010 Accomplishments

- ◆ Enhanced police visibility in our neighborhoods.
- ◆ Reviewed our Field Training Program for new Officers.
- ◆ Inspected and enhanced, where needed, equipment for field operation.

2011 Program Goals

- ◆ Evaluate ongoing response capabilities and adjust as needed.
- ◆ Establish the COP Business Team.
- ◆ Focus available resources on identified issues.

2012 Program Goals

- ◆ Evaluate ongoing response capabilities and adjust as needed.
- ◆ Establish the COP Business Team.
- ◆ Focus available resources on identified issues.

Police-Patrol
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 3,203,436	\$ 3,399,944	\$ 3,847,189	\$ 3,697,599	\$ 3,837,793	-3.89%	3.79%
20 Personnel Benefits	1,337,279	1,443,912	1,546,812	1,358,493	1,421,050	-12.17%	4.60%
30 Supplies	49,349	55,945	84,984	68,405	45,180	-19.51%	-33.95%
40 Other Services & Charges	606,357	600,790	607,268	686,117	812,441	12.98%	18.41%
50 Intergovt. Services & Taxes	1,237,579	1,232,525	1,158,000	1,998,000	1,310,000	72.54%	-34.43%
60 Capital Outlays	19,256	-	9,821	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	6,453,256	6,733,116	7,254,074	7,808,614	7,426,464	7.64%	-4.89%

REVENUE							
General Fund	6,453,256	6,733,116	7,254,074	7,492,970	7,082,298	3.29%	-5.48%
DOJ-COPS Hiring Recovery	-	-	-	315,644	344,166	0.00%	9.04%
REVENUE TOTAL	\$ 6,453,256	\$ 6,733,116	\$ 7,254,074	\$ 7,808,614	\$ 7,426,464	7.64%	-4.89%

Summary of Budget Changes

Budget changes for the Patrol division include step increases and COLA increases for salaries, health care cost changes, a one-year increase of \$700,000 in 2011 for incarceration services, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 3,847,189	\$ 1,546,812	\$ 84,984	\$ 607,268	\$ 1,158,000	\$ 9,821	\$ -	\$ 7,254,074
2011 Changes								
Decrease in Salaries from COLA and step increases	(149,590)							
Decrease in FICA		(43,821)						
Decrease in LEOFF		(27,724)						
Increase in PERS		2,582						
Increase in Industrial Insurance		18,909						
Increase in Medical		9,614						
Decrease in Employer contributions to Medical		(147,879)						
Increase in Supplies-COPS Grant			3,675					
Increase in Uniform Supplies-COPS Grant			16,500					
Decrease in Office and Operating Supplies			(31,254)					
Increase in Equipment-COPS Grant			7,500					
Decrease in Equipment budget			(13,000)					
Decrease in Professional Services				(24,000)				
Increase in Communication				1,000				
Increase in Equipment Replacement				215,033				
Decrease in Equipment Rental O&M				(108,838)				
Decrease in Repairs & Maintenance				(4,346)				
Increase in Intergovernmental Services					780,000			
Increase in Animal Control					60,000			
Eliminate funding for defibrillators purchased in prior year						(9,821)		
2011 Budget Totals	\$ 3,697,599	\$ 1,358,493	\$ 68,405	\$ 686,117	\$ 1,998,000	\$ -	\$ -	\$ 7,808,614

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries from COLA and step increases	140,194							
Increase in FICA		10,629						
Increase in LEOFF		7,160						
Increase in PERS		1,971						
Increase in Industrial Insurance		7,168						
Increase in Medical		1,435						
Increase in Employer contributions to Medical		34,194						
Increase in Supplies-COPS Grant			175					
Decrease in Office and Operating Supplies			(16,500)					
Increase Tools Budget-COPS Grant			600					
Decrease in Equipment			(7,500)					
Increase in Communication				100				
Increase in Equipment Replacement				125,474				
Increase in Repairs & Maintenance				1,750				
Decrease in dues and registrations				(1,000)				
Decrease in Intergovernmental Services-2011 only					(700,000)			
Increase in Animal Control					12,000			
2012 Budget Totals	\$ 3,837,793	\$ 1,421,050	\$ 45,180	\$ 812,441	\$ 1,310,000	\$ -	\$ -	\$ 7,426,464

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. Salaries below include a Sergeant and two Police Officers funded by COPS Grant.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Master Police Sergeant	2	2	\$ 184,410	\$ 64,321	2	\$ 191,694	\$ 67,839
Police Sergeant	2	3	267,833	80,616	3	279,959	85,149
Master Police Officer	10	10	849,576	291,312	10	874,080	306,086
Police Officer	22	24	1,829,516	610,544	24	1,922,242	647,191
Service Transport Officer	1	1	60,240	22,825	1	62,544	25,349
Overtime			506,024	9,082		507,274	9,643
Retiree Medical			-	279,793		-	279,793
Department Total	37	40	\$ 3,697,599	\$ 1,358,493	40	\$ 3,837,793	\$ 1,421,050

Professional Contract

Professional services contracts in the Patrol division include equipment replacement and O&M costs, communications, equipment, uniform cleaning, and memberships, among others.

Account Number	Purpose	2011	2012
000.10.521.220.41.00	(2) K-9 dogs vet bills and professional grooming	\$ 4,000	\$ 4,000
000.10.521.220.42.00	Cellular phone usage, pager usage, language line services and COPS grant	31,900	32,000
000.10.521.220.43.03	Travel expenses: transportation, meals, lodging for Police Explorers	600	600
000.10.521.220.45.94	Equipment replacement	215,033	340,507
000.10.521.220.45.95	Equipment O & M	365,000	365,000
000.10.521.220.46.03	Medical insurance coverage for Police Explorers	80	80
000.10.521.220.48.00	Quartermaster COPS grant	1,000	2,750
000.10.521.220.48.00	SRT equipment, uniforms, cell phone repairs, vest replacement, etc.	56,654	56,654
000.10.521.220.48.01	Uniform cleaning for Patrol Division	7,500	7,500
000.10.521.220.49.00	Memberships and registrations	2,000	2,000
000.10.521.220.49.00	Training - COPS grant	1,000	-
000.10.521.220.49.03	BSA Charter, Explorer Academy Reg. And annual recruitment open house	1,350	1,350
	Total Professional Services	\$ 686,117	\$ 812,441

Performance Measures

Police Patrol	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Calls for service	31,148	30,132	30,640	30,640	30,640
Case reports generated	8,286	8,525	8,555	8,555	8,556
Response time in minutes (emergency):					
Priority 1	2.90	2.87	2.88	2.88	2.88
Priority 2	7.50	7.05	7.27	7.27	7.27
Response time in minutes (non-emergency)	13.20	13.78	13.49	13.49	13.49
Adult arrests	2,403	2,480	2,441	2,441	2,442
Juvenile arrests	240	243	241	241	242

Goals & Accomplishments

DEPARTMENT: Police (10) – Special Services
FUND: General
RESPONSIBLE MANAGER: Chief David Haynes

DIVISION: 521.230
FUND NUMBER: 000
POSITION: Chief of Police

Description

Process all department criminal and incident reports while complying with laws regarding privacy and security. Respond to public disclosure requests and serve as department receptionists. Maintain and store all criminal history records information.

2009-2010 Accomplishments

- ◆ Planned and prepared for the relocation of department evidence to a new storage facility.
- ◆ Destroyed all records maintained by the Records Division that exceed or meet minimum general retention schedule requirements.

2011 Program Goals

- ◆ Plan and prepare for the relocation of department evidence to a new storage facility.
- ◆ 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.
- ◆ Prepare for and implement a new Records Management System as funding allows.

2012 Program Goals

- ◆ Plan and prepare for the relocation of department evidence to a new storage facility.
- ◆ 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.
- ◆ Prepare for and implement a new Records Management System as funding allows.

Police-Special Services
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 584,466	\$ 595,177	\$ 661,272	\$ 677,630	\$ 704,442	2.47%	3.96%
20 Personnel Benefits	200,302	195,623	214,866	211,540	236,647	-1.55%	11.87%
30 Supplies	19,768	13,703	33,900	33,900	34,900	0.00%	2.95%
40 Other Services & Charges	33,451	33,044	56,978	56,978	56,978	0.00%	0.00%
50 Intergovt. Services & Taxes	561,865	556,143	531,000	531,000	533,655	0.00%	0.50%
EXPENDITURE TOTAL	1,399,852	1,393,690	1,498,016	1,511,048	1,566,622	0.87%	3.68%

REVENUE							
General Fund	1,399,852	1,393,690	1,498,016	1,511,048	1,566,622	0.87%	3.68%
REVENUE TOTAL	\$ 1,399,852	\$ 1,393,690	\$ 1,498,016	\$ 1,511,048	\$ 1,566,622	0.87%	3.68%

Summary of Budget Changes

Budget changes for the Special Services division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 661,272	\$ 214,866	\$ 33,900	\$ 56,978	\$ 531,000	\$ -	\$ -	\$ 1,498,016
2011 Changes								
Increase in Salaries and Wages	16,358							
Decrease in FICA		(1,838)						
Increase in PERS		9,626						
Increase in Industrial Insurance		827						
Decrease in Medical		(1,017)						
Decrease in Employer contributions to Medical		(10,924)						
2011 Budget Totals	\$ 677,630	\$ 211,540	\$ 33,900	\$ 56,978	\$ 531,000	\$ -	\$ -	\$ 1,511,048
2012 Changes								
Increase in Salaries from COLA and step increases	26,812							
Increase in FICA		2,051						
Increase in PERS		15,175						
Increase in Industrial Insurance		361						
Increase in Medical		1,642						
Increase in Employer contributions to Medical		5,878						
Increase in Training Supplies-COPS Grant			1,000					
Increase in Intergovernmental Dispatch Services					2,655			
2012 Budget Totals	\$ 704,442	\$ 236,647	\$ 34,900	\$ 56,978	\$ 533,655	\$ -	\$ -	\$ 1,566,622

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Records Manager	1	1	\$ 86,952	\$ 19,720	1	\$ 89,676	\$ 22,393
Police Records Supervisor	1	1	68,256	23,454	1	70,440	26,021
Police Information Analyst	1	1	71,592	17,241	1	73,656	19,452
Police Records Clerk	7	7	353,318	134,693	7	371,358	150,115
Evidence Technician	1	1	62,088	16,432	1	63,888	18,666
Extra Labor			1,000	-		1,000	-
Overtime			34,424	-		34,424	-
Department Total	11	11	\$ 677,630	\$ 211,540	11	\$ 704,442	\$ 236,647

Professional Contract

Professional services contracts in the Special Services division include communications, equipment rental, repairs and maintenance, and records maintenance, among others.

Account Number	Purpose	2011	2012
000.10.521.230.41.00	Records destruction, evidence disposition, and translators	\$ 5,000	\$ 5,000
000.10.521.230.42.00	Communications services and equipment	10,431	10,431
000.10.521.230.42.01	Pagers and cell phones for Evidence Technician	860	860
000.10.521.230.45.00	ACCESS terminal, Cole directory and copy machine lease	17,187	17,187
000.10.521.230.48.00	Repairs and maint. such as safe & lock, Justice maint., evidence barcoding	22,000	22,000
000.10.521.230.49.00	Misc. costs for maintaining records and evidence	1,500	1,500
	Total Professional Services	\$ 56,978	\$ 56,978

Performance Measures

Police Records/Evidence	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Concealed pistol licenses	104	109	106	106	107
Field interview cards entered	724	628	676	676	676
Records requests processed	4,781	4,608	4,694	4,694	4,695
Prisoners logged/monitored	2,196	1,859	2,027	2,027	2,028

Goals & Accomplishments

DEPARTMENT: Police (10) – Investigations

FUND: General

RESPONSIBLE MANAGER: Chief David Haynes

DIVISION: 521.210

FUND NUMBER: 000

POSITION: Chief of Police

Description

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

2009-2010 Accomplishments

- ◆ Reviewed and assessed equipment needs for major field investigations.
- ◆ Evaluated and adjusted investigative priorities.
- ◆ Conducted quarterly reviews in order to assess effectiveness and direction of the Unit.

2011 Program Goals

- ◆ Evaluate and adjust investigative priorities.
- ◆ Conduct quarterly reviews in order to assess effectiveness and direction of the Unit.

2012 Program Goals

- ◆ Evaluate and adjust investigative priorities.
- ◆ Conduct quarterly reviews in order to assess effectiveness and direction of the Unit.

Police-Investigations
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 995,682	\$ 966,385	\$ 1,163,821	\$ 1,016,202	\$ 1,035,745	-12.68%	1.92%
20 Personnel Benefits	343,740	354,836	409,237	295,302	313,560	-27.84%	6.18%
30 Supplies	3,272	1,932	7,200	7,200	7,200	0.00%	0.00%
40 Other Services & Charges	103,489	81,641	59,217	89,342	75,769	50.87%	-15.19%
EXPENDITURE TOTAL	1,446,183	1,404,794	1,639,475	1,408,046	1,432,274	-14.12%	1.72%

REVENUE							
General Fund	1,423,095	1,377,056	1,639,475	1,380,759	1,404,168	-15.78%	1.70%
VNET Grant-Byrne Program	23,088	27,738	-	27,287	28,106	0.00%	3.00%
REVENUE TOTAL	\$ 1,446,183	\$ 1,404,794	\$ 1,639,475	\$ 1,408,046	\$ 1,432,274	-14.12%	1.72%

Summary of Budget Changes

Budget changes for the Investigation division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 1,163,821	\$ 409,237	\$ 7,200	\$ 59,217	\$ -	\$ -	\$ -	\$ 1,639,475
2011 Changes								
Decrease in Salaries and Wages	(147,619)							
Decrease in FICA		(17,227)						
Decrease in LEOFF		(8,906)						
Decrease in PERS		(685)						
Increase in Industrial Insurance		3,489						
Decrease in Medical		(1,326)						
Decrease in Employer contributions to Medical		(89,280)						
Increase in Equipment Replacement				26,292				
Increase in Equipment Rental O & M				3,833				
2011 Budget Totals	\$ 1,016,202	\$ 295,302	\$ 7,200	\$ 89,342	\$ -	\$ -	\$ -	\$ 1,408,046
2012 Changes								
Increase in Salaries and Wages	19,543							
Increase in FICA		2,260						
Increase in LEOFF		1,369						
Increase in PERS		2,645						
Increase in Industrial Insurance		1,593						
Increase in Medical		1,283						
Increase in Employer contributions to Medical		9,108						
Decrease in Equipment Replacement				(13,573)				
2012 Budget Totals	\$ 1,035,745	\$ 313,560	\$ 7,200	\$ 75,769	\$ -	\$ -	\$ -	\$ 1,432,274

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Sergeant	1	1	\$ 95,232	\$ 26,687	1	\$ 97,944	\$ 27,968
Master Police Officer	9	7	575,626	194,000	7	596,649	204,834
Police Officer	1	1	82,608	30,838	1	84,984	32,415
Domestic Violence Advocate	1	1	62,544	22,505	1	64,416	24,896
Police Records Clerk	1	1	54,624	21,272	1	56,184	23,447
Overtime			145,568	-		135,568	-
Department Total	13	11	\$ 1,016,202	\$ 295,302	11	\$ 1,035,745	\$ 313,560

Professional Contract

Professional services contracts in the Investigation division include equipment replacement and O&M fees, and records maintenance, among others.

Account Number	Purpose	2011	2012
000.10.521.210.41.00	Polygraph, translation and transcription services	\$ 1,650	\$ 1,650
000.10.521.210.42.00	Communication supplies and services	1,400	1,400
000.10.521.210.43.00	Parking fees	1,000	1,000
000.10.521.210.45.00	Vehicle rentals and leases	7,200	7,200
000.10.521.210.45.94	Equipment replacement	26,292	12,719
000.10.521.210.45.95	Equipment O & M	42,000	42,000
000.10.521.210.48.00	Shredder & copy machine maintenance and investigation impounds	8,300	8,300
000.10.521.210.49.00	Unanticipated misc. investigation and DV expenses	1,500	1,500
	Total Professional Services	\$ 89,342	\$ 75,769

Performance Measures

Police Investigation (Major Crimes)	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Average UCR clearance (Part 1)	15%	11%	13%	13%	13%
Case assigned (MC)	542	439	490	490	490
Average detective caseload:					
Persons crimes	64	49	66	66	66
Property crimes	77	60	84	84	84

Goals & Accomplishments

DEPARTMENT: Police (10) – Gambling Enforcement

FUND: General

RESPONSIBLE MANAGER: Chief David Haynes

DIVISION: 521.250

FUND NUMBER: 000

POSITION: Chief of Police

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.

2009-2010 Accomplishments

- ◆ Reduced the impact of crimes related to drugs, vice and gangs through proactive enforcement.

2011 Program Goals

- ◆ Conduct quarterly reviews in order to assess effectiveness and direction of the unit.
- ◆ Reduce the impact of crimes related to drugs, vice and gangs through proactive enforcement.

2012 Program Goals

- ◆ Conduct quarterly reviews in order to assess effectiveness and direction of the unit.
- ◆ Reduce the impact of crimes related to drugs, vice and gangs through proactive enforcement.

*Police-Gambling Enforcement
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 449,756	\$ 470,364	\$ 620,545	\$ 447,135	\$ 457,239	-27.94%	2.26%
20 Personnel Benefits	160,335	169,105	218,037	115,158	120,833	-47.18%	4.93%
30 Supplies	3,304	2,337	6,000	6,000	6,000	0.00%	0.00%
40 Other Services & Charges	74,753	73,956	49,140	74,370	69,375	51.34%	-6.72%
60 Capital Outlays	-	-	2,000	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	688,148	715,762	895,722	642,663	653,447	-28.25%	1.68%

REVENUE							
General Fund	688,148	715,762	895,722	642,663	653,447	-28.25%	1.68%
REVENUE TOTAL	\$ 688,148	\$ 715,762	\$ 895,722	\$ 642,663	\$ 653,447	-28.25%	1.68%

Summary of Budget Changes

Budget changes for the Gambling Enforcement division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 620,545	\$ 218,037	\$ 6,000	\$ 49,140	\$ -	\$ 2,000	\$ -	\$ 895,722
2011 Changes								
Decrease in Salaries and Wages	(173,410)							
Decrease in FICA		(20,044)						
Decrease in LEOFF		(13,730)						
Decrease in Industrial Insurance		(816)						
Decrease in Medical		(443)						
Decrease in Employer contributions to Medical		(67,846)						
Increase in Equipment replacement funding				21,050				
Increase in Equipment Rental O&M				4,180				
Decrease capital budget						(2,000)		
2011 Budget Totals	\$ 447,135	\$ 115,158	\$ 6,000	\$ 74,370	\$ -	\$ -	\$ -	\$ 642,663
2012 Changes								
Increase in Salaries and Wages	10,104							
Increase in FICA		773						
Increase in LEOFF		530						
Increase in Industrial Insurance		647						
Increase in Medical		28						
Increase in Employer contributions to Medical		3,697						
Decrease in Equipment replacement funding				(4,995)				
2012 Budget Totals	\$ 457,239	\$ 120,833	\$ 6,000	\$ 69,375	\$ -	\$ -	\$ -	\$ 653,447

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Master Police Sergeant	1	1	\$ 100,488	\$ 30,537	1	\$ 103,272	\$ 32,009
Master Police Officer	5	3	258,048	84,621	3	265,368	88,824
Overtime			88,599	-		88,599	-
Department Total	6	4	\$ 447,135	\$ 115,158	4	\$ 457,239	\$ 120,833

Professional Contract

Professional services contracts in the Gambling Enforcement division include equipment rental and replacement, O&M charges, and communications, among others.

Account Number	Purpose	2011	2012
000.10.521.250.42.00	Cellular phone services	\$ 1,000	\$ 1,000
000.10.521.250.45.00	Vehicle rentals and leases	16,320	16,320
000.10.521.250.45.94	Equipment replacement	21,050	16,055
000.10.521.250.45.95	Equipment O & M	25,000	25,000
000.10.521.250.48.00	Repairs & maintenance of VCR, video printer, cameras, body wire	1,000	1,000
000.10.521.250.49.00	Misc. expenses to include drug expenses, license inspections	10,000	10,000
	Total Professional Services	\$ 74,370	\$ 69,375

Performance Measures

Police Special Operations	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Drug investigations	119	113	116	116	116
Vice arrests	27	61	44	44	44
Asset seizures	\$ 10,531	\$ 20,423	\$ 15,477	\$ 15,477	\$ 15,477

Goals & Accomplishments

DEPARTMENT: Police (10) – Crime Prevention
FUND: General
RESPONSIBLE MANAGER: Chief David Haynes

DIVISION: 521.300
FUND NUMBER: 000
POSITION: Chief of Police

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.

2009-2010 Accomplishments

- ◆ Conducted quarterly reviews in order to assess effectiveness and direction of the Unit.
- ◆ Maintained crime prevention programs that facilitate our partnerships with the community.

2011 Program Goals

- ◆ Review Crime Prevention programs for overall feasibility and efficiency.
- ◆ Focus available resources on Block Watch, apartment managers and community awareness.

2012 Program Goals

- ◆ Review Crime Prevention programs for overall feasibility and efficiency.
- ◆ Focus available resources on Block Watch, apartment managers and community awareness.

Police-Crime Prevention
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 404,384	\$ 452,988	\$ 543,819	\$ 561,128	\$ 591,783	3.18%	5.46%
20 Personnel Benefits	117,958	136,916	140,441	182,474	195,242	29.93%	7.00%
30 Supplies	10,158	6,630	8,800	8,800	8,800	0.00%	0.00%
40 Other Services & Charges	23,461	20,190	18,014	21,340	21,340	18.46%	0.00%
60 Capital Outlays	-	-	-	-	5,000	0.00%	0.00%
EXPENDITURE TOTAL	555,961	616,724	711,074	773,742	822,165	8.81%	6.26%

REVENUE							
General Fund	551,552	616,724	711,074	764,742	813,165	7.55%	6.33%
Special Gang Emphasis Grant	4,409	-	-	9,000	9,000	0.00%	0.00%
REVENUE TOTAL	\$ 555,961	\$ 616,724	\$ 711,074	\$ 773,742	\$ 822,165	8.81%	6.26%

Summary of Budget Changes

Budget changes for the Crime Prevention division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 543,819	\$ 140,441	\$ 8,800	\$ 18,014	\$ -	\$ -	\$ -	\$ 711,074
2011 Changes								
Increase in Salaries and Wages	17,309							
Increase in FICA		1,469						
Increase in LEOFF		2,514						
Decrease in PERS		(92)						
Increase in Industrial Insurance		4,991						
Increase in Medical		98						
Increase in Employer contributions to Medical		33,053						
Increase in Equipment Rental O&M				3,326				
2011 Budget Totals	\$ 561,128	\$ 182,474	\$ 8,800	\$ 21,340	\$ -	\$ -	\$ -	\$ 773,742
2012 Changes								
Increase in Salaries and Wages	30,655							
Increase in FICA		2,344						
Increase in LEOFF		1,405						
Increase in PERS		1,785						
Increase in Industrial Insurance		1,022						
Increase in Medical		103						
Increase in Employer contributions to Medical		6,109						
Crime analytical software						5,000		
2012 Budget Totals	\$ 591,783	\$ 195,242	\$ 8,800	\$ 21,340	\$ -	\$ 5,000	\$ -	\$ 822,165

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Master Police Sergeant	1	1	\$ 85,809	\$ 28,977	1	\$ 91,335	\$ 30,832
Master Police Officer	0	2	176,544	48,147	2	181,488	50,432
Community Policing Coordinator	1	1	73,586	27,272	1	77,424	30,389
Police Officer	3	3	188,568	78,078	3	204,915	83,589
Extra Labor			4,000	-		4,000	-
Overtime			32,621	-		32,621	-
Department Total	5	7	\$ 561,128	\$ 182,474	7	\$ 591,783	\$ 195,242

Professional Contract

Professional services contracts in the Crime Prevention division include equipment replacement and O&M charges, communications, and repairs and maintenance, among others.

Account Number	Purpose	2011	2012
000.10.521.300.42.00	Communication Services	\$ 1,000	\$ 1,000
000.10.521.300.44.00	Advertising costs for Citizen Academy and Block Watch programs	400	400
000.10.521.300.45.00	Equipment lease for copier, fax, scanner, etc.	1,100	1,100
000.10.521.300.45.95	Equipment O & M	12,000	12,000
000.10.521.300.48.00	Miscellaneous repairs and maintenance	1,000	1,000
000.10.521.300.49.00	Crime Free Multi-Housing prnt supplies, drill team equip, RSO notifications	5,840	5,840
	Total Professional Services	\$ 21,340	\$ 21,340

Performance Measures

Crime Prevention	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Managers/Owners Training (CFMH)	26	2	14	14	14
Conduct Citizen's Academy	-	2	-	-	-
Block Watch Meetings	6	7	7	10	10

Goals & Accomplishments

DEPARTMENT: Police (10) - Training
FUND: General
RESPONSIBLE MANAGER: Chief David Haynes

DIVISION: 521.400
FUND NUMBER: 000
POSITION: Chief of Police

Description

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

2009-2010 Accomplishments

- ◆ Conducted quarterly reviews in order to assess effectiveness and direction of the Unit.
- ◆ Maintained crime prevention programs that facilitate our partnerships with the community.

2011 Program Goals

- ◆ Implement training opportunities via computer/media resources.
- ◆ Implement new Finance regulations for travel and training and the use of Procurement Cards.
- ◆ Bring in outside training that will increase opportunities and reduce overtime costs.

2012 Program Goals

- ◆ Implement training opportunities via computer/media resources.
- ◆ Bring in outside training that will increase opportunities and reduce overtime costs.

Police-Training
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 114,418	\$ 116,434	\$ 101,324	\$ 105,842	\$ 108,314	4.46%	2.34%
20 Personnel Benefits	37,140	39,957	36,158	31,663	33,262	-12.43%	5.05%
30 Supplies	23,374	16,975	25,300	25,300	25,300	0.00%	0.00%
40 Other Services & Charges	64,994	52,625	74,275	74,275	74,275	0.00%	0.00%
EXPENDITURE TOTAL	239,926	225,991	237,057	237,080	241,151	0.01%	1.72%

REVENUE							
General Fund	239,926	225,991	237,057	237,080	241,151	0.01%	1.72%
REVENUE TOTAL	\$ 239,926	\$ 225,991	\$ 237,057	\$ 237,080	\$ 241,151	0.01%	1.72%

Summary of Budget Changes

Budget changes for the Training division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 101,324	\$ 36,158	\$ 25,300	\$ 74,275	\$ -	\$ -	\$ -	\$ 237,057
2011 Changes								
Increase in Salaries and Wages	4,518							
Increase in FICA		53						
Increase in LEOFF		41						
Increase in Industrial Insurance		624						
Decrease in Medical		(51)						
Decrease in Employer contributions to Medical		(5,162)						
2011 Budget Totals	\$ 105,842	\$ 31,663	\$ 25,300	\$ 74,275	\$ -	\$ -	\$ -	\$ 237,080
2012 Changes								
Increase in Salaries and Wages	2,472							
Increase in FICA		189						
Increase in LEOFF		130						
Increase in Industrial Insurance		171						
Increase in Medical		7						
Increase in Employer contributions to Medical		1,102						
2012 Budget Totals	\$ 108,314	\$ 33,262	\$ 25,300	\$ 74,275	\$ -	\$ -	\$ -	\$ 241,151

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Master Police Officer	1	1	\$ 89,016	\$ 31,663	1	\$ 91,488	\$ 33,262
Overtime			16,826	-		16,826	-
Department Total	1	1	\$ 105,842	\$ 31,663	1	\$ 108,314	\$ 33,262

Professional Contract

Professional services contracts in the Training division include instructor contracts, travel, registrations and repairs and maintenance, among others.

Account Number	Purpose	2011	2012
000.10.521.400.41.00	Professional services - SRT, CDU, TB, DV, etc. instructors	\$ 13,000	\$ 13,000
000.10.521.400.43.00	Travel expenses for training for all divisions	20,000	20,000
000.10.521.400.45.00	Equipment rentals and leases	5,100	5,100
000.10.521.400.48.00	Repairs and maintenance for training	5,150	5,150
000.10.521.400.49.00	Registrations for department training	31,025	31,025
	Total Professional Services	\$ 74,275	\$ 74,275

Performance Measures

Police Training	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
D.A.R.E. Program (Classes)	8	8	9	9	9

Goals & Accomplishments

DEPARTMENT: Police (10) – Traffic

FUND: General

RESPONSIBLE MANAGER: Chief David Haynes

DIVISION: 521.700

FUND NUMBER: 000

POSITION: Chief of Police

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.

2009-2010 Accomplishments

- ◆ Reduced speeding through increased visibility and traffic enforcement.
- ◆ Reduced traffic collisions in targeted areas of the City.

2011 Program Goals

- ◆ Conduct quarterly reviews in order to assess effectiveness and direction of the unit.
- ◆ Inspect and review all available traffic equipment.
- ◆ Certify all radar equipment as required.
- ◆ Implement 100% of the new “sector” as budget allows.
- ◆ Conduct DUI patrols as allowed by overtime restrictions.

2012 Program Goals

- ◆ Conduct quarterly reviews in order to assess effectiveness and direction of the unit.
- ◆ Inspect and review all available traffic equipment.
- ◆ Certify all radar equipment as required.
- ◆ Conduct DUI patrols as allowed by overtime restrictions.

*Police-Traffic Policing
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 409,237	\$ 439,611	\$ 346,631	\$ 357,147	\$ 364,875	3.03%	2.16%
20 Personnel Benefits	132,353	139,722	125,531	93,160	97,820	-25.79%	5.00%
30 Supplies	854	2,348	4,600	4,600	4,600	0.00%	0.00%
40 Other Services & Charges	64,168	12,506	57,949	22,400	22,400	-61.35%	0.00%
EXPENDITURE TOTAL	606,612	594,187	534,711	477,307	489,695	-10.74%	2.60%

REVENUE							
General Fund	606,612	594,187	534,711	477,307	489,695	-10.74%	2.60%
REVENUE TOTAL	\$ 606,612	\$ 594,187	\$ 534,711	\$ 477,307	\$ 489,695	-10.74%	2.60%

Summary of Budget Changes

Budget changes for the Traffic division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 346,631	\$ 125,531	\$ 4,600	\$ 57,949	\$ -	\$ -	\$ -	\$ 534,711
2011 Changes								
Increase in Salaries and Wages	10,516							
Increase in FICA		119						
Increase in LEOFF		391						
Increase in Industrial Insurance		157						
Decrease in Medical		(272)						
Decrease in Employer contributions to Medical		(32,766)						
Decrease in Equipment Rental O&M				(35,549)				
2011 Budget Totals	\$ 357,147	\$ 93,160	\$ 4,600	\$ 22,400	\$ -	\$ -	\$ -	\$ 477,307
2012 Changes								
Increase in Salaries and Wages	7,728							
Increase in FICA		591						
Increase in LEOFF		406						
Increase in Industrial Insurance		494						
Increase in Medical		21						
Increase in Employer contributions to Medical		3,148						
2012 Budget Totals	\$ 364,875	\$ 97,820	\$ 4,600	\$ 22,400	\$ -	\$ -	\$ -	\$ 489,695

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Master Police Sergeant	1	1	\$ 99,000	\$ 32,859	1	\$ 101,784	\$ 34,497
Master Police Officer	4	2	176,544	60,301	2	181,488	63,323
Overtime			81,603	-		81,603	-
Department Total	5	3	\$ 357,147	\$ 93,160	3	\$ 364,875	\$ 97,820

Professional Contract

Professional services contracts in the Traffic division include equipment O&M, radar repair and certification, and communications, among others.

Account Number	Purpose	2011	2012
000.10.521.700.42.00	Communication expenses for pager and cellular phone services	\$ 600	\$ 600
000.10.521.700.45.95	Equipment O & M	16,500	16,500
000.10.521.700.48.00	Radar repair & certification, and quartermaster replacement	4,800	4,800
000.10.521.700.49.00	Miscellaneous supplies for traffic unit	500	500
	Total Professional Services	\$ 22,400	\$ 22,400

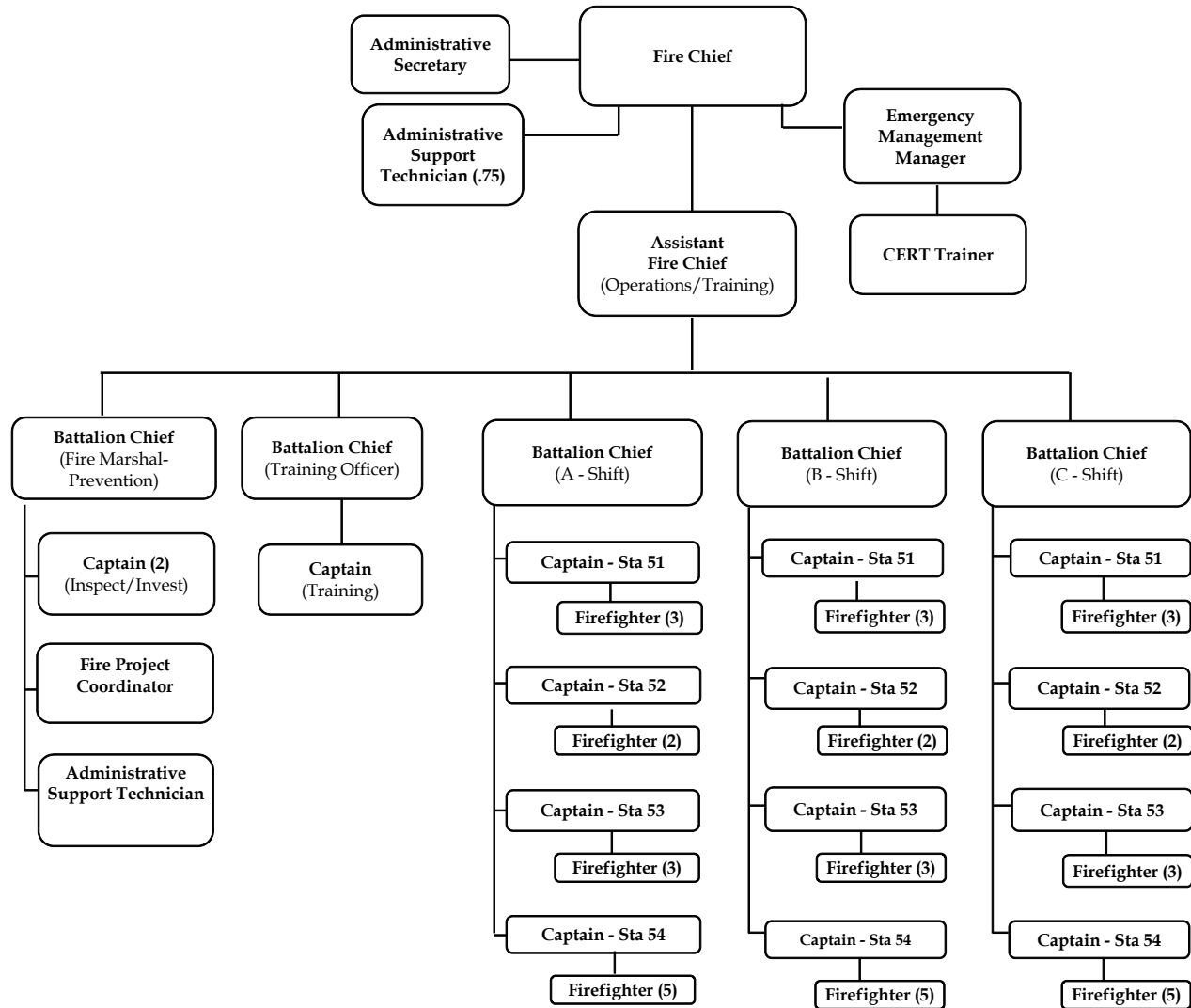
Performance Measures

Police Traffic	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Traffic Infractions	3,594	2,894	2,966	3,151	3,151
Traffic Criminal	847	527	693	689	689
DUI Patrols	70	55	50	58	58
Targeted Enforcement Events (per event)					
Traffic Collisions-Injury	200	176	204	193	193
Traffic Collisions-Non Injury	407	391	456	418	418



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Fire



2011-2012 Biennial Budget
Fire Department
Admin, Suppression, Prevention & Investigation, Training

Program	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget	2010-11 % Chg	2011-12 % Chg
Administration	\$ 631,891	\$ 608,188	\$ 665,723	\$ 622,591	\$ 639,147	-6.48%	2.66%
Suppression	7,549,868	7,647,416	7,945,601	7,628,569	7,850,579	-3.99%	2.91%
Prevention & Investigation	845,740	801,161	825,552	674,371	697,482	-18.31%	3.43%
Training	309,817	320,309	326,674	332,309	335,363	1.72%	0.92%
Facilities	111,096	111,809	101,500	101,500	101,500	0.00%	0.00%
Special Operations	65,918	55,602	52,950	74,765	73,575	41.20%	-1.59%
Emergency Preparedness	-	2,099,490	858,000	191,041	203,217	-77.73%	6.37%
Ambulance/Rescue/ Aid	338,022	329,564	379,773	323,700	325,120	-14.76%	0.44%
Total	<u>\$ 9,852,352</u>	<u>\$ 11,973,539</u>	<u>\$ 11,155,773</u>	<u>\$ 9,948,846</u>	<u>\$ 10,225,983</u>	<u>-10.82%</u>	<u>2.79%</u>

Goals & Accomplishments

DEPARTMENT: Fire (11) - Admin

FUND: General

RESPONSIBLE MANAGER: Chief Nick Olivas

DIVISION: 522.100

FUND NUMBER: 000

POSITION: Fire Chief

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.

2009-2010 Accomplishments

- ◆ Conducted annual management training.
- ◆ Reviewed and updated department policies and procedures as needed.
- ◆ Coordinated National Incident Management System training for City personnel as needed.

2011 Program Goals

- ◆ Review and update department policies and procedures as needed.
- ◆ Coordinate National Incident Management System (NIMS) training for City personnel as needed.
- ◆ Coordinate Emergency Management activities.

2012 Program Goals

- ◆ Review and update department policies and procedures as needed.
- ◆ Coordinate National Incident Management System (NIMS) training for City personnel as needed.
- ◆ Coordinate Emergency Management activities.

Fire-Administration
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 361,844	\$ 383,604	\$ 392,548	\$ 368,821	\$ 381,638	-6.04%	3.48%
20 Personnel Benefits	98,400	106,832	109,022	78,275	84,863	-28.20%	8.42%
30 Supplies	13,535	4,785	6,000	8,877	8,877	47.95%	0.00%
40 Other Services & Charges	158,112	112,967	158,153	166,618	163,769	5.35%	-1.71%
EXPENDITURE TOTAL	631,891	608,188	665,723	622,591	639,147	-6.48%	2.66%

REVENUE							
General Fund	631,891	608,188	665,723	622,591	639,147	-6.48%	2.66%
REVENUE TOTAL	\$ 631,891	\$ 608,188	\$ 665,723	\$ 622,591	\$ 639,147	-6.48%	2.66%

Summary of Budget Changes

Budget changes for the Fire Administration division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 392,548	\$ 109,022	\$ 6,000	\$ 158,153	\$ -	\$ -	\$ -	\$ 665,723
2011 Changes								
Decrease in Salaries and Wages	(23,727)							
Decrease in FICA		(10,982)						
Decrease in LEOFF		(6,926)						
Increase in PERS		10,012						
Increase in Industrial Insurance		1,279						
Increase in Medical		1,952						
Decrease in Employer contributions to Medical		(26,082)						
Distribute central supplies budget to depts			2,877					
Increase in operating rentals and leases				1,000				
Increase in equipment replacement funding				10,285				
Decrease in equipment rental O&M				(820)				
Decrease cost in MHz and Wireless radios serviced by Valley Com				(2,000)				
2011 Budget Totals	\$ 368,821	\$ 78,275	\$ 8,877	\$ 166,618	\$ -	\$ -	\$ -	\$ 622,591
2012 Changes								
Increase in Salaries and Wages	12,817							
Increase in FICA		446						
Increase in LEOFF		398						
Increase in PERS		2,406						
Increase in Industrial Insurance		461						
Increase in Medical		393						
Increase in Employer contributions to Medical		2,484						
Decrease in Equipment Replacement funding				(2,849)				
2012 Budget Totals	\$ 381,638	\$ 84,863	\$ 8,877	\$ 163,769	\$ -	\$ -	\$ -	\$ 639,147

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Fire Chief	1	1	\$ 145,090	\$ 16,302	1	\$ 149,190	\$ 17,219
Assistant Fire Chief	1	1	126,118	29,350	1	129,682	31,021
Administrative Secretary	1	1	58,398	21,907	1	62,208	24,572
Admin Support Technician	1	0.75	39,215	10,716	1	40,558	12,051
Department Total	4	3.75	\$ 368,821	\$ 78,275	3.75	\$ 381,638	\$ 84,863

Professional Contract

Professional services contracts in the Fire Administration division include travel, equipment replacement and O&M charges, insurance, subscriptions, and memberships, among others.

Account Number	Purpose	2011	2012
000.11.522.100.42.00	Telephones, cell phones, fax, postage, reproduction for misc. brochures	\$ 8,500	\$ 8,500
000.11.522.100.43.00	Lodging, mileage, and meals for conferences and administrative staff trng	2,250	2,250
000.11.522.100.45.00	Office machines rentals/leases	7,500	7,500
000.11.522.100.45.94	Equipment Replacement Fund	10,285	7,436
000.11.522.100.45.95	Equipment Rental O & M	20,000	20,000
000.11.522.100.46.00	WCIA Insurance costs	90,000	90,000
000.11.522.100.48.01	MHz & Wireless Radios serviced by Valley Com and new portable radios	15,000	15,000
000.11.522.100.48.02	Copier repair and maintenance	500	500
000.11.522.100.49.00	Magazine subscriptions for Fire Chief, Fire Engineering, Fire House, etc.; professional memberships: NFPA, IAFC, KCFCA, WSAFC; tuition and registrations	10,083	10,083
000.11.522.100.49.00	Fire TMS Program	2,500	2,500
	Total Professional Services	\$ 166,618	\$ 163,769

Goals & Accomplishments

DEPARTMENT: Fire (11) - Suppression

FUND: General

RESPONSIBLE MANAGER: Chief Nick Olivas

DIVISION: 522.200

FUND NUMBER: 000

POSITION: Fire Chief

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.

2009-2010 Accomplishments

- ◆ Participated in public relations and education events.
- ◆ Participated in scheduled training: department, zone, regional, national.
- ◆ Consolidated department inventory into new programming.

2011 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.
- ◆ Continue to consolidate department inventory into new programming.

2012 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.
- ◆ Continue to consolidate department inventory into new programming.

Fire-Suppression
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 5,150,678	\$ 5,181,576	\$ 5,593,671	\$ 5,327,242	\$ 5,482,445	-4.76%	2.91%
20 Personnel Benefits	1,757,782	1,895,097	1,985,763	1,766,127	1,841,488	-11.06%	4.27%
30 Supplies	174,777	71,320	84,200	92,552	84,000	9.92%	-9.24%
40 Other Services & Charges	317,778	394,308	445,581	442,648	442,646	-0.66%	0.00%
60 Capital Outlays	46,463	7,810	4,250	-	-	-100.00%	0.00%
00 Other	102,390	97,305	(167,864)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	7,549,868	7,647,416	7,945,601	7,628,569	7,850,579	-3.99%	2.91%

REVENUE							
General Fund	7,549,868	7,647,416	7,945,601	7,628,569	7,850,579	-3.99%	2.91%
REVENUE TOTAL	\$ 7,549,868	\$ 7,647,416	\$ 7,945,601	\$ 7,628,569	\$ 7,850,579	-3.99%	2.91%

Summary of Budget Changes

Budget changes for the Suppression division include health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 5,593,671	\$ 1,985,763	\$ 84,200	\$ 445,581	\$ -	\$ 4,250	\$ (167,864)	\$ 7,945,601

2011 Changes								
Decrease in Salaries and Wages	(266,429)							
Decrease in FICA		(8,953)						
Decrease in LEOFF		(54,113)						
Increase in Industrial Insurance		65,257						
Decrease in Medical		(2,495)						
Decrease in Employer contributions to Medical		(219,332)						
Distribute central supplies budget to depts			500					
Remove one-time funding for 25 wireless cards			(700)					
Increase in Operating Supplies fr Fire Equip Supplies			20,000					
Move Fire Equipment Supplies to Operating Supplies			(20,000)					
Approved initiative to replace gas detectors/monitors			8,552					
Increase in Equipment Replacement funding				3,848				
Decrease in Equipment Rental Replacement & O/M				(14,281)				
Approved initiative to increase suppression repair and maintenance budget				7,500				
Reduction in Capital Expenditures						(4,250)		
Reversal of prior year's budget reduction							270,824	
2011 Budget Totals	\$ 5,327,242	\$ 1,766,127	\$ 92,552	\$ 442,648	\$ -	\$ -	\$ -	\$ 7,628,569

2012 Changes								
Increase in Salaries and Wages	155,203							
Increase in FICA		1,873						
Increase in LEOFF		7,640						
Increase in Industrial Insurance		14,719						
Increase in Medical		376						
Increase in Employer contributions to Medical		50,753						
Approved initiative to replace gas detectors/monitors for 2011 only-remove for 2012			(8,552)					
Decrease in Equipment Replacement funding				(2)				
2012 Budget Totals	\$ 5,482,445	\$ 1,841,488	\$ 84,000	\$ 442,646	\$ -	\$ -	\$ -	\$ 7,850,579

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Fire Battalion Chief	3	3	\$ 336,629	\$ 92,905	3	\$ 346,099	\$ 97,541
Fire Captain	12	12	1,190,473	327,765	12	1,226,809	344,963
Firefighter	41	39	3,245,034	854,767	39	3,359,431	908,294
Overtime			376,858	-		371,858	-
Holiday Pay			178,248	-		178,248	-
Retiree Medical			-	490,690		-	490,690
Department Total	56	54	\$ 5,327,242	\$ 1,766,127	54	\$ 5,482,445	\$ 1,841,488

Professional Contract

Professional services contracts in the Suppression division include physicals and testing, equipment replacement and O&M charges, repairs and maintenance, and uniform cleaning, among others.

Account Number	Purpose	2011	2012
000.11.522.200.41.00	Air samples and miscellaneous professional services	\$ 1,300	\$ 1,300
000.11.522.200.41.02	Hazmat physicals, hearing tests, TB & Hep B testing	12,500	12,500
000.11.522.200.41.04	New employee costs: medical physicals, psychological testing, recruit academy tuition	5,000	5,000
000.11.522.200.45.94	Equipment Rental Fund	3,848	3,846
000.11.522.200.45.95	Equipment O & M	370,000	370,000
000.11.522.200.48.01	Repairs & maint. for bunker gear, exercise equipment, and portable radios	15,000	15,000
000.11.522.200.48.02	Repair & maintenance of chain saws, circular saws, vehicle MDCs, extrication systems, and Valley Com MDC fees	7,000	7,000
000.11.522.200.49.00	Subscriptions, RMS CAD interface fees, tuition and registrations	2,000	2,000
000.11.522.200.49.05	Uniform cleaning	26,000	26,000
	Total Professional Services	\$ 442,648	\$ 442,646

Performance Measures

Fire	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Emergency Incident Response					
Number of fire calls	1,450	1,500	1,503	1,600	1,650
Number of aid calls	3,250	3,350	3,365	3,365	3,375

Goals & Accomplishments

DEPARTMENT: Fire (11) – Fire Prevention
FUND: General
RESPONSIBLE MANAGER: Chief Nick Olivas

DIVISION: 522.300
FUND NUMBER: 000
POSITION: Fire Chief

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.

2009-2010 Accomplishments

- ◆ Established quarterly fire code training for suppression crews.
- ◆ Completed program to obtain Fire Marshal commissions for fire investigators through police academy training.

2011 Program Goals

- ◆ Maintain timely plan review and inspections for our customers.
- ◆ Review inspection program for accuracy and efficiency or resources.
- ◆ Provide public education.
- ◆ Restart program to convert fire protection plans to compact disc storage media.

2012 Program Goals

- ◆ Maintain timely plan review and inspections for our customers.
- ◆ Review inspection program for accuracy and efficiency or resources.
- ◆ Provide public education.
- ◆ Review company level inspection program and provide updated training for 2012 codes.

Fire-Prevention & Investigation
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 634,102	\$ 607,412	\$ 615,642	\$ 490,658	\$ 504,749	-20.30%	2.87%
20 Personnel Benefits	142,242	158,008	159,840	115,357	124,376	-27.83%	7.82%
30 Supplies	9,329	10,379	10,250	14,565	14,565	42.10%	0.00%
40 Other Services & Charges	53,935	25,362	39,820	53,791	53,792	35.09%	0.00%
60 Capital Outlays	6,132	-	-	-	-	0.00%	0.00%
EXPENDITURE TOTAL	845,740	801,161	825,552	674,371	697,482	-18.31%	3.43%

REVENUE							
General Fund	777,940	720,161	742,552	591,682	612,713	-20.32%	3.55%
Special Fire Permits	67,800	80,600	83,000	80,000	82,000	-3.61%	2.50%
Fire Reinspection Fee	-	400	-	2,689	2,769	0.00%	2.98%
REVENUE TOTAL	\$ 845,740	\$ 801,161	\$ 825,552	\$ 674,371	\$ 697,482	-18.31%	3.43%

Summary of Budget Changes

Budget changes for the Prevention & Investigation division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 615,642	\$ 159,840	\$ 10,250	\$ 39,820	\$ -	\$ -	\$ -	\$ 825,552

2011 Changes								
Decrease in Salaries and Wages	(124,984)							
Decrease in FICA		(8,151)						
Decrease in LEOFF		(10,913)						
Decrease in PERS		(1,242)						
Increase in Industrial Insurance		103						
Increase in Medical		666						
Decrease in Employer contributions to Medical		(24,946)						
Distribute central supplies budget to depts			4,315					
Increase in Equipment Replacement funding				11,273				
Increase in Equipment Rental Replacement & O/M				2,180				
Increase in Credit Card Fees				518				
2011 Budget Totals	\$ 490,658	\$ 115,357	\$ 14,565	\$ 53,791	\$ -	\$ -	\$ -	\$ 674,371

2012 Changes								
Increase in Salaries and Wages	14,091							
Increase in FICA		426						
Increase in LEOFF		348						
Increase in PERS		3,125						
Increase in Industrial Insurance		617						
Increase in Medical		131						
Increase in Employer contributions to Medical		4,372						
Increase in Equipment Replacement funding				1				
2012 Budget Totals	\$ 504,749	\$ 124,376	\$ 14,565	\$ 53,792	\$ -	\$ -	\$ -	\$ 697,482

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Fire Battalion Chief	1	1	\$ 114,406	\$ 27,946	1	\$ 117,557	\$ 29,459
Fire Captain	3	2	203,807	42,064	2	210,416	44,480
Fire Project Coordinator	1	1	83,976	30,774	1	86,472	34,061
Admin Support Technician	1	1	53,184	14,573	1	55,019	16,376
Overtime			35,285	-		35,285	-
Department Total	6	5	\$ 490,658	\$ 115,357	5	\$ 504,749	\$ 124,376

Professional Contract

Professional services contracts in the Prevention & Investigation division include equipment replacement and O&M charges, registration, training, subscriptions, and travel, among others.

Account Number	Purpose	2011	2012
000.11.522.300.41.00	Convert plans to CD storage	\$ 5,000	\$ 5,000
000.11.522.300.43.00	Lodging, mileage, meals for fire prevention/investigation classes	4,000	4,000
000.11.522.300.45.94	Equipment Rental Replacement Fund	11,273	11,274
000.11.522.300.45.95	Equipment O & M	23,000	23,000
000.11.522.300.49.00	Registrations for classes, subscriptions, memberships	10,000	10,000
000.11.522.300.49.08	PPI credit card fees	518	518
	Total Professional Services	\$ 53,791	\$ 53,792

Performance Measures

Fire	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Fees Collected					
False alarm invoices & reinspection fees	\$ 10,500	\$ 15,000	\$ 15,300	\$ 15,606	\$ 15,762
Plan review fees	\$ 83,000	\$ 100,000	\$ 102,000	\$ 104,040	\$ 105,080
Special permit fees	\$ 79,025	\$ 95,000	\$ 96,900	\$ 98,838	\$ 99,826

Goals & Accomplishments

DEPARTMENT: Fire (11) - Training

FUND: General

RESPONSIBLE MANAGER: Chief Nick Olivas

DIVISION: 522.400

FUND NUMBER: 000

POSITION: Fire Chief

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.

2009-2010 Accomplishments

- ◆ Updated reference material libraries in all stations.
- ◆ Reviewed all records to ensure the department is National Incident Management System (NIMS) compliant.
- ◆ Established a committee, chaired by the training division, to oversee the department's Emergency Vehicle Incident Prevention (EVIP) program.

2011 Program Goals

- ◆ Revise and add additional sections to our new TFD Training manual.
- ◆ Continue regular visits to shift drills by a Training Division Officer.
- ◆ Actively participate in Zone 3 and King County Training Officer duties.
- ◆ Update Training files per L&I and WAC requirements.

2012 Program Goals

- ◆ Secure an intern to develop a Training Objectives/Lesson manual.
- ◆ Complete EVIP certifications.
- ◆ Audit training files for accuracy and completeness.

Fire-Training
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 214,609	\$ 218,107	\$ 224,597	\$ 231,605	\$ 237,700	3.12%	2.63%
20 Personnel Benefits	40,732	45,113	51,464	42,598	44,944	-17.23%	5.51%
30 Supplies	5,263	947	5,500	8,138	8,138	47.96%	0.00%
40 Other Services & Charges	49,213	23,658	45,113	49,968	44,581	10.76%	-10.78%
50 Intergovt. Services & Taxes	-	32,484	-	-	-	0.00%	0.00%
EXPENDITURE TOTAL	309,817	320,309	326,674	332,309	335,363	1.72%	0.92%

REVENUE							
General Fund	309,817	320,309	326,674	324,242	327,054	-0.74%	0.87%
Homeland Sec-SCR Training	-	-	-	7,118	7,331	0.00%	2.99%
Homeland Sec-Sound Shake	-	-	-	949	978	0.00%	3.06%
REVENUE TOTAL	\$ 309,817	\$ 320,309	\$ 326,674	\$ 332,309	\$ 335,363	1.72%	0.92%

Summary of Budget Changes

Budget changes for the Training division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 224,597	\$ 51,464	\$ 5,500	\$ 45,113	\$ -	\$ -	\$ -	\$ 326,674
2011 Changes								
Increase in Salaries and Wages	7,008							
Decrease in LEOFF		(5,902)						
Decrease in Industrial Insurance		(771)						
Decrease in Medical		(101)						
Decrease in Employer contributions to Medical		(2,092)						
Distribute central supplies budget to depts			2,638					
Increase in Equipment Replacement funding				10,468				
Decrease in Equipment Rental Replacement & O/M				(5,613)				
2011 Budget Totals	\$ 231,605	\$ 42,598	\$ 8,138	\$ 49,968	\$ -	\$ -	\$ -	\$ 332,309
2012 Changes								
Increase in Salaries and Wages	6,095							
Increase in LEOFF		167						
Increase in Industrial Insurance		198						
Increase in Medical		14						
Increase in Employer contributions to Medical		1,967						
Decrease in Equipment Replacement funding				(5,387)				
2012 Budget Totals	\$ 237,700	\$ 44,944	\$ 8,138	\$ 44,581	\$ -	\$ -	\$ -	\$ 335,363

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Fire Battalion Chief	1	1	\$ 117,173	\$ 26,998	1	\$ 120,322	\$ 28,467
Captain	1	1	105,023	15,600	1	107,969	16,477
Overtime			9,409	-		9,409	-
Department Total	2	2	\$ 231,605	\$ 42,598	2	\$ 237,700	\$ 44,944

Professional Contract

Professional services contracts in the Training division include instructor fees, travel, equipment replacement and O&M charges, membership, and registrations, among others.

Account Number	Purpose	2011	2012
000.11.522.400.41.00	CBT instructor fees	\$ 2,800	\$ 2,800
000.11.522.400.41.00	Outside training instructors, emergency vehicle driving cert., other prof. svcs	8,700	8,700
000.11.522.400.43.00	Lodging, mileage, and meals for training division classes	2,000	2,000
000.11.522.400.45.94	Equipment Replacement Fund	10,468	5,081
000.11.522.400.45.95	Equipment O & M	10,000	10,000
000.11.522.400.49.00	Tuition, registrations, memberships, ham radio testing	16,000	16,000
	Total Professional Services	\$ 49,968	\$ 44,581

Goals & Accomplishments

DEPARTMENT: Fire (11) - Facilities

FUND: General

RESPONSIBLE MANAGER: Chief Nick Olivas

DIVISION: 522.500

FUND NUMBER: 000

POSITION: Fire Chief

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. Facility program goals represent facility improvements the department would like to see implemented during the budget period. Completion of these goals is dependent upon funding decisions for the 303 Fund.

2009-2010 Accomplishments

- ◆ Worked with City staff to develop plan to implement recommendations of seismic study and master plan recommendations.
- ◆ Remodeled Station 52 kitchen.
- ◆ Installed new biohazard storage shed at Station 52.

2011 Program Goals

- ◆ Work with staff to have facilities maintenance performed.

2012 Program Goals

- ◆ Work with staff to have facilities maintenance performed.

Fire-Facilities
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ 24,374	\$ 8,576	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	0.00%
40 Other Services & Charges	86,722	103,233	81,500	81,500	81,500	0.00%	0.00%
EXPENDITURE TOTAL	111,096	111,809	101,500	101,500	101,500	0.00%	0.00%

REVENUE							
General Fund	111,096	111,809	101,500	101,500	101,500	0.00%	0.00%
REVENUE TOTAL	\$ 111,096	\$ 111,809	\$ 101,500	\$ 101,500	\$ 101,500	0.00%	0.00%

Summary of Budget Changes

There were no budget changes for the Facilities division for the Fire department.

Professional Contract

Professional services contracts in the Facilities division consist of utilities for each of the stations.

Account Number	Purpose	2011	2012
000.11.522.500.42.01	Station 51 telephone and alarm service	\$ 8,000	\$ 8,000
000.11.522.500.42.02	Station 52 telephone and alarm service	4,000	4,000
000.11.522.500.42.03	Station 53 telephone and alarm service	4,500	4,500
000.11.522.500.42.04	Station 54 telephone and alarm service	5,000	5,000
000.11.522.500.47.01	Station 51 electricity	17,000	17,000
000.11.522.500.47.02	Station 52 electricity	4,500	4,500
000.11.522.500.47.03	Station 51 water, sewer, and surface water utility charges	6,000	6,000
000.11.522.500.47.04	Station 52 water, sewer, and surface water utility charges	3,000	3,000
000.11.522.500.47.07	Station 51 natural gas utility charges	5,000	5,000
000.11.522.500.47.08	Station 52 natural gas utility charges	1,500	1,500
000.11.522.500.47.09	Station 53 electricity	5,500	5,500
000.11.522.500.47.11	Station 53 natural gas utility charges	4,000	4,000
000.11.522.500.47.12	Station 54 water, sewer, and surface water utility charges	3,000	3,000
000.11.522.500.47.14	Station 54 electricity	5,000	5,000
000.11.522.500.47.15	Station 54 natural gas	2,000	2,000
000.11.522.500.47.16	Station 53 water, sewer, and surface water utility charges	3,500	3,500
	Total Professional Services	\$ 81,500	\$ 81,500

Goals & Accomplishments

DEPARTMENT: Fire (11) – Special Operations
FUND: General
RESPONSIBLE MANAGER: Chief Nick Olivas

DIVISION: 522.601/602
FUND NUMBER: 000
POSITION: Fire Chief

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.

2009-2010 Accomplishments

- ◆ Provided operation and technician level training to meet the current National Fire Protection Agency (NFPA) 472 standard.
- ◆ Developed standard operating procedures for a response to a large Mass Decon Incident and participate in a large-scale exercise.
- ◆ Performed a complete inventory of all HazMat equipment and supplies.

2011 Program Goals

- ◆ Increase Team membership to have a minimum of four technicians per shift.
- ◆ Have all officers and acting officers “HazMat Incident Commander” certified.
- ◆ Develop plan to track required training and certifications for HazMat technicians.
- ◆ Provide boat crew member training to all department suppression members.
- ◆ Provide ongoing boat operating training for department boat operators.
- ◆ Maintain certifications and training of current team member to meet NFPA 1670 and 1006 Rescue Technician standards.

2012 Program Goals

- ◆ Provide operation and technician level training to meet NFPA 472 standard.
- ◆ Participate in large scale zone and regional exercises if they are available.
- ◆ Pursue grants for maintenance and replacement of equipment.
- ◆ Host annual Zone 3 trench rescue technician’s level drill.
- ◆ Provide continuing operations level education and training to all suppression members in the field of technical rescue.

Fire-Special Operations
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ 19,933	\$ 19,341	\$ 18,000	\$ 19,000	\$ 19,000	5.56%	0.00%
40 Other Services & Charges	45,985	36,261	34,950	55,765	54,575	59.56%	-2.13%
EXPENDITURE TOTAL	65,918	55,602	52,950	74,765	73,575	41.20%	-1.59%

REVENUE							
General Fund	56,921	46,567	37,950	60,749	59,139	60.08%	-2.65%
KC Local Haz Waste Grant	8,997	9,035	15,000	14,016	14,436	-6.56%	3.00%
REVENUE TOTAL	\$ 65,918	\$ 55,602	\$ 52,950	\$ 74,765	\$ 73,575	41.20%	-1.59%

Summary of Budget Changes

Budget changes for the Special Operations division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ -	\$ -	\$ 18,000	\$ 34,950	\$ -	\$ -	\$ -	\$ 52,950
2011 Changes								
Distribute central supplies budget to depts			1,000					
Increase in Equipment Replacement funding				14,015				
Increase in Equipment Rental Replacement & O/M				6,800				
2011 Budget Totals	\$ -	\$ -	\$ 19,000	\$ 55,765	\$ -	\$ -	\$ -	\$ 74,765
2012 Changes								
Decrease in Equipment Replacement funding				(1,190)				
2012 Budget Totals	\$ -	\$ -	\$ 19,000	\$ 54,575	\$ -	\$ -	\$ -	\$ 73,575

Professional Contract

Professional services contracts in the Special Operations division include equipment replacement and O&M charges, training, travel, and repairs and maintenance, among others.

Account Number	Purpose	2011	2012
000.11.522.601.41.01	Annual recycling event (paid primarily through grants)	\$ 20,000	\$ 20,000
000.11.522.601.43.00	Lodging, meals, and mileage for hazmat related training	750	750
000.11.522.601.45.94	Equipment Rental Replacement Fund	14,015	12,825
000.11.522.601.45.95	Equipment O & M	12,000	12,000
000.11.522.601.48.00	Calibration of hazmat testing equipment, level A suit repair	2,000	2,000
000.11.522.601.49.00	Tuition/registration for Hazmat related training	1,000	1,000
	Total Hazardous Materials Unit Professional Services	\$ 49,765	\$ 48,575
Account Number	Purpose	2011	2012
000.11.522.602.43.00	Lodging, meals, and mileage for rescue team related training courses	\$ 500	\$ 500
000.11.522.602.48.00	Rescue boat repairs, rescue tools maint., air monitoring equip. calibration	500	500
000.11.522.602.49.00	Registration/tuition for specialized rescue related training classes	5,000	5,000
	Total Rescue Team Professional Services	\$ 6,000	\$ 6,000
	Total Fire Special Operations Professional Services	\$ 55,765	\$ 54,575

Goals & Accomplishments

DEPARTMENT: Fire (11) - Emergency Management

FUND: General

RESPONSIBLE MANAGER: Chief Nick Olivas

DIVISION: 525.600

FUND NUMBER: 000

POSITION: Fire Chief

Description

This division establishes a solid foundation for emergency management in the City of Tukwila.

2009-2010 Accomplishments

- ◆ Provided operation and technician level training to meet the current National Fire Protection Agency (NFPA) 472 standard.
- ◆ Developed standard operating procedures for a response to a large Mass Decon Incident and participate in a large-scale exercise.
- ◆ Performed a complete inventory of all HazMat equipment and supplies.

2011 Program Goals

- ◆ Coordinate National Incident Management System (NIMS) training for City personnel as needed.
- ◆ Coordinate Emergency Management activities.

2012 Program Goals

- ◆ Complete training of the City Incident Management Team.
- ◆ Participate in the region and state-wide 2012 Evergreen Drill.

*Fire-Emergency Preparedness
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ -	\$ -	\$ -	\$ 101,826	\$ 108,775	0.00%	6.82%
20 Personnel Benefits	-	6	-	48,245	53,472	0.00%	10.83%
30 Supplies	-	41,248	-	16,300	16,300	0.00%	0.00%
40 Other Services & Charges	-	2,058,236	858,000	24,670	24,670	-97.12%	0.00%
EXPENDITURE TOTAL	-	2,099,490	858,000	191,041	203,217	-77.73%	6.37%

REVENUE							
General Fund	-	813,730	858,000	191,041	203,217	-77.73%	6.37%
Spec Purp District-Flood Control	-	1,285,760	-	-	-	0.00%	0.00%
REVENUE TOTAL	\$ -	\$ 2,099,490	\$ 858,000	\$ 191,041	\$ 203,217	-77.73%	6.37%

Summary of Budget Changes

Budget changes for the Emergency Preparedness division include movement of funding out of Public Works into the Fire Department, step increases and COLA increases for salaries, and health care cost changes, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ 858,000	\$ -	\$ -	\$ -	\$ 858,000
2011 Changes								
Decrease in Salaries and Wages	101,826							
Decrease in FICA		7,790						
Decrease in PERS		7,094						
Increase in Industrial Insurance		622						
Decrease in Medical		283						
Increase in Employer contributions to Medical		32,456						
Budget for office/operating supplies			16,300					
Removal-prior year's budget for professional services				(858,000)				
Budget for communication				14,670				
Budget for Travel				5,000				
Budget for miscellaneous EOC services				5,000				
2011 Budget Totals	\$ 101,826	\$ 48,245	\$ 16,300	\$ 24,670	\$ -	\$ -	\$ -	\$ 191,041
2012 Changes								
Increase in Salaries and Wages	6,949							
Increase in FICA		531						
Increase in PERS		2,648						
Increase in Industrial Insurance		64						
Increase in Medical		53						
Increase in Employer contributions to Medical		1,931						
2012 Budget Totals	\$ 108,775	\$ 53,472	\$ 16,300	\$ 24,670	\$ -	\$ -	\$ -	\$ 203,217

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Emergency Management Coordinator	1	1	\$ 78,210	\$ 28,189	1	\$ 83,664	\$ 31,686
CERT Trainer	1	0.50	23,616	20,056	0.50	25,111	21,786
Department Total	2	1.5	\$ 101,826	\$ 48,245	1.5	\$ 108,775	\$ 53,472

Professional Contract

Account Number	Purpose	2011	2012
000.11.525.600.42.00	INET	\$ 1,200	\$ 1,200
000.11.525.600.42.00	Nextel and Blackberry	3,570	3,570
000.11.525.600.42.00	Phones at EOC Station 45	9,900	9,900
000.11.525.600.43.00	Travel	5,000	5,000
000.11.526.600.49.00	EOC Drills and Training	5,000	5,000
	Total Professional Services	\$ 24,670	\$ 24,670

Goals & Accomplishments

DEPARTMENT: Fire (11) - Ambulance, Rescue & Aid

FUND: General

RESPONSIBLE MANAGER: Chief Nick Olivas

DIVISION: 526.800

FUND NUMBER: 000

POSITION: Fire Chief

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.

2009-2010 Accomplishments

- ◆ Evaluated status of department Pandemic Flu supplies.
- ◆ Provided assistance and guidance to City for establishing a new Public Access Defibrillator (PAD) program and assist with training on PAD devices.
- ◆ Completed all 2009-2010 competency-based training objectives.
- ◆ Provided First Aid/CPR and public access defibrillation training to the public and City employees.

2011 Program Goals

- ◆ Provide one department member to participate on Zone 3 EMS committee.
- ◆ Evaluate status of department Pandemic flu supplies.
- ◆ Provide CBT instructor training for all department instructors.

2012 Program Goals

- ◆ Provide first Aid/CPR and public access defibrillation training to the public and City employees.
- ◆ Provide on-going advanced auto extrication training for department personnel.
- ◆ Maintain, test and calibrate aid equipment.
- ◆ Participate in new technology evaluations offered by King County Medical Program Director.

*Fire - Ambulance/Rescue/Emergency Aid
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ 24,070	\$ 24,256	\$ 25,200	\$ 31,700	\$ 31,700	25.79%	0.00%
40 Other Services & Charges	11,409	5,847	20,073	8,000	8,000	-60.15%	0.00%
50 Intergovt. Services & Taxes	302,543	299,461	326,000	284,000	285,420	-12.88%	0.50%
60 Capital Outlays	-	-	8,500	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	338,022	329,564	379,773	323,700	325,120	-14.76%	0.44%

REVENUE							
General Fund	336,378	327,838	379,773	321,448	322,800	-15.36%	0.42%
EMS Participation Grant	1,644	1,726	-	2,252	2,320	0.00%	3.02%
REVENUE TOTAL	\$ 338,022	\$ 329,564	\$ 379,773	\$ 323,700	\$ 325,120	-14.76%	0.44%

Summary of Budget Changes

Budget changes for the Ambulance/Rescue/Emergency Aid division include minor increases for supplies, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ -	\$ -	\$ 25,200	\$ 20,073	\$ 326,000	\$ 8,500	\$ -	\$ 379,773
2011 Changes								
Distribute central supplies budget to depts			500					
Approved initiative-increase first aid supplies budget			6,000					
Decrease in Equipment Rental-Replacement/O&M				(12,073)				
Decrease cost in Fire suppression dispatch services-Valley Com					(10,000)			
Decrease cost in Fire rescue/emergency aid dispatch services-Valley Com					(32,000)			
Decrease in Capital						(8,500)		
2011 Budget Totals	\$ -	\$ -	\$ 31,700	\$ 8,000	\$ 284,000	\$ -	\$ -	\$ 323,700
2012 Changes								
Increase cost in Fire suppression dispatch services-Valley Com					650			
Increase cost in Fire rescue/emergency aid dispatch services-Valley Com					770			
2012 Budget Totals	\$ -	\$ -	\$ 31,700	\$ 8,000	\$ 285,420	\$ -	\$ -	\$ 325,120

Professional Contract

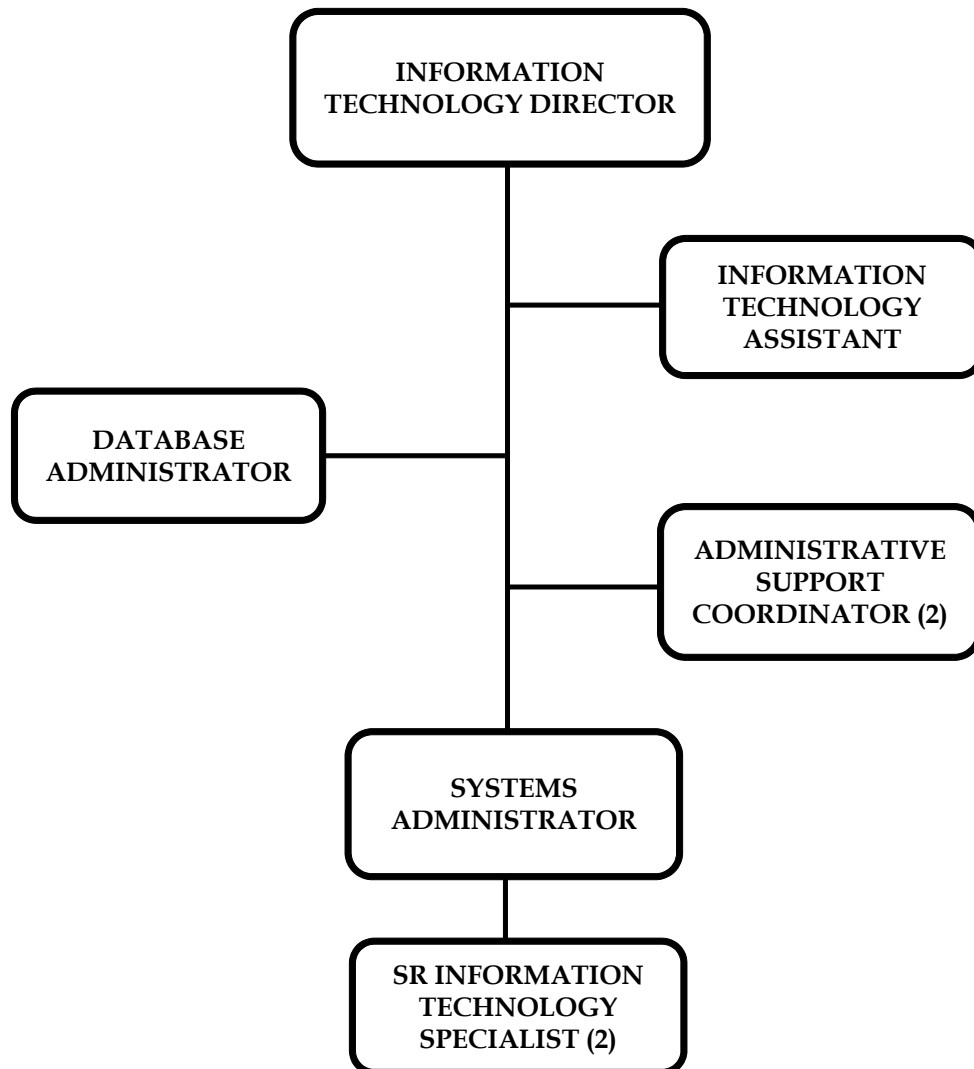
Professional services contracts in the Ambulance/Rescue/Emergency Aid division include equipment O&M and equipment maintenance.

Account Number	Purpose	2011	2012
000.11.526.800.45.95	Equipment O & M	\$ 7,000	\$ 7,000
000.11.526.800.48.00	Maint. for defibrillators, repair backboards, blood pressure cuff calibration	1,000	1,000
	Total Professional Services	\$ 8,000	\$ 8,000



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Information Technology



Goals & Accomplishments

DEPARTMENT: Information Technology (12)
FUND: General
RESPONSIBLE MANAGER: Mary Miotke

DIVISION: 518.880
FUND NUMBER: 000
POSITION: Director

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. 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.

2009-2010 Accomplishments

- ◆ Developed Strategic Plan for IT Department to address City-wide technology needs.
- ◆ Researched and implemented an advanced, multi-tiered system for network security, tracking and monitoring.
- ◆ Fully implemented City-wide Active Directory, replacing network services and servers as required, and building in connectivity redundancy for quality of service.
- ◆ Established an IT Technical Knowledgebase with procedures and trouble-shooting tips for added efficiency with HelpDesk services.

2011 Program Goals

- ◆ Fully implement Microsoft Enterprise Agreement licensing and VoIP phone system features.
- ◆ IT staff to attend technical training in accordance with vouchers included in Microsoft Enterprise Agreement.
- ◆ Work with ValleyComm to coordinate CAD and communications upgrades for Public Safety.
- ◆ Continue working with and supporting departments in implementing disaster recovery and emergency operations contingency plans.
- ◆ Improve quality, variety and standardization of communications outreach to include City website, community newspaper, publications, Radio 1640 and TV21.
- ◆ Work with Economic Development to develop guidelines for using the City of Tukwila's seal and logos in City publications and marketing functions.

2012 Program Goals

- ◆ Monitor and improve security of systems and redundancy as needed, to include email, SPAM, border intrusion, PCI compliance, etc. to ensure safety of electronic City resources.
- ◆ IT staff to attend technical training in accordance with vouchers included in Microsoft Enterprise Agreement.
- ◆ Work with ValleyComm to coordinate CAD and communications upgrades for Public Safety.
- ◆ Continue working with and supporting departments in implementing disaster recovery and emergency operations contingency plans.
- ◆ Improve quality, variety and standardization of communications outreach to include City website, community newspaper, publications, Radio 1640 and TV21.

*Information Technology
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 408,475	\$ 500,225	\$ 520,246	\$ 558,127	\$ 583,579	7.28%	4.56%
20 Personnel Benefits	180,983	215,491	214,480	211,952	235,602	-1.18%	11.16%
30 Supplies	54,629	105,527	6,200	127,766	127,766	1960.74%	0.00%
40 Other Services & Charges	32,333	90,687	138,700	175,000	175,000	26.17%	0.00%
60 Capital Outlays	-	39,142	241,000	32,000	32,000	-86.72%	0.00%
00 Other	-	-	(34,356)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	676,420	951,072	1,086,270	1,104,845	1,153,947	1.71%	4.44%

REVENUE							
General Fund	676,420	951,072	1,086,270	1,104,845	1,153,947	1.71%	4.44%
REVENUE TOTAL	\$ 676,420	\$ 951,072	\$ 1,086,270	\$ 1,104,845	\$ 1,153,947	1.71%	4.44%

Summary of Budget Changes

Budget changes for the Information Technology department include step increases and COLA increases for salaries, health care cost changes, transfer in of telecommunications funding from the Public Works department, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 520,246	\$ 214,480	\$ 6,200	\$ 138,700	\$ -	\$ 241,000	\$ (34,356)	\$ 1,086,270
2011 Changes								
Increase in Salaries and Wages	37,881							
Increase in FICA		3,123						
Increase in PERS		9,920						
Increase in Industrial Insurance		986						
Decrease in Medical		(1,641)						
Decrease in Employer contributions to Medical		(14,916)						
Distribute central supplies budget to depts			1,566					
Increase in small tools and equipment			1,500					
Decrease in repair supplies			(2,000)					
Decrease computer replacement budget			(88,500)					
Decrease in technical support				(1,000)				
Increase newspaper/City ads				10,000				
Increase in communication budget				24,300				
Decrease communication-Nextel				(10,000)				
Increase in equipment rental O&M				1,500				
Budget transfer from Public Works-Repair/Maint				28,500				
Decrease repair and maintenance				(3,000)				
Decrease repair and maintenance-Nextel				(1,500)				
Decrease software upgrades				(7,000)				
Decrease training				(5,500)				
Move capital funding to supplies budget for city-wide comp, laptop, printer replacements			176,000			(176,000)		
Move partial capital funding for network purchases to supplies budget			33,000			(33,000)		
Reversal of Unallocated Budget Reduction							34,356	
2011 Budget Totals	\$ 558,127	\$ 211,952	\$ 127,766	\$ 175,000	\$ -	\$ 32,000	\$ -	\$ 1,104,845

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	25,452							
Increase in FICA		1,414						
Increase in PERS		13,335						
Increase in Industrial Insurance		306						
Increase in Medical		2,296						
Increase in Employer contributions to Medical		6,299						
2012 Budget Totals	\$ 583,579	\$ 235,602	\$ 127,766	\$ 175,000	\$ -	\$ 32,000	\$ -	\$ 1,153,947

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
IT Director	1	1	\$ 115,328	\$ 30,311	1	\$ 124,086	\$ 34,483
Systems Administrator	1	1	83,400	31,551	1	86,119	34,891
Senior Info Technology Specialist	2	2	127,056	58,865	2	131,038	65,233
Database Administrator	1	1	63,688	28,547	1	65,736	31,342
Admin Support Coordinator	2	2	120,012	37,823	2	124,176	42,176
Info Technology Assistant	1	1	46,143	23,304	1	49,924	25,879
Extra Labor			2,500	1,551		2,500	1,598
Department Total	8	8	\$ 558,127	\$ 211,952	8	\$ 583,579	\$ 235,602

Professional Contract

Professional services contracts in the Information Technology department include citywide communication costs, network and desktop system maintenance, computer upgrades, and Tukwila Reporter expenses, among others.

Account Number	Purpose	2011	2012
000.12.518.880.41.01	Technical support - vendor assistance and outsourced projects	\$ 1,000	\$ 1,000
000.12.518.880.42.00	Communication expenses, radio, connectivity, chamber audio, TV	7,700	7,700
000.12.518.880.42.00	City telephone usage and line charges	30,300	30,300
000.12.518.880.42.00	City newspaper ads	20,000	20,000
000.12.518.880.42.01	City-wide Nextel service	40,000	40,000
000.12.518.880.43.00	Meals, Parking, Mileage, Lodging for conferences: ACCIS, Active, Accela	1,500	1,500
000.12.518.880.45.95	Equipment O & M	1,500	1,500
000.12.518.880.48.00	Repair & Maintenance of printers, computers, telephones	31,500	31,500
000.12.518.880.49.00	Computer system component upgrades	5,000	5,000
000.12.518.880.49.00	Hazelnut-Printing, postage, and mail house costs	30,000	30,000
000.12.518.880.49.01	Standard software new and upgrade purchases	3,000	3,000
000.12.518.880.49.03	Registrations for conferences and training	2,500	2,500
000.12.518.881.42.02	Internet services for city-wide use	1,000	1,000
	Total Professional Services	\$ 175,000	\$ 175,000

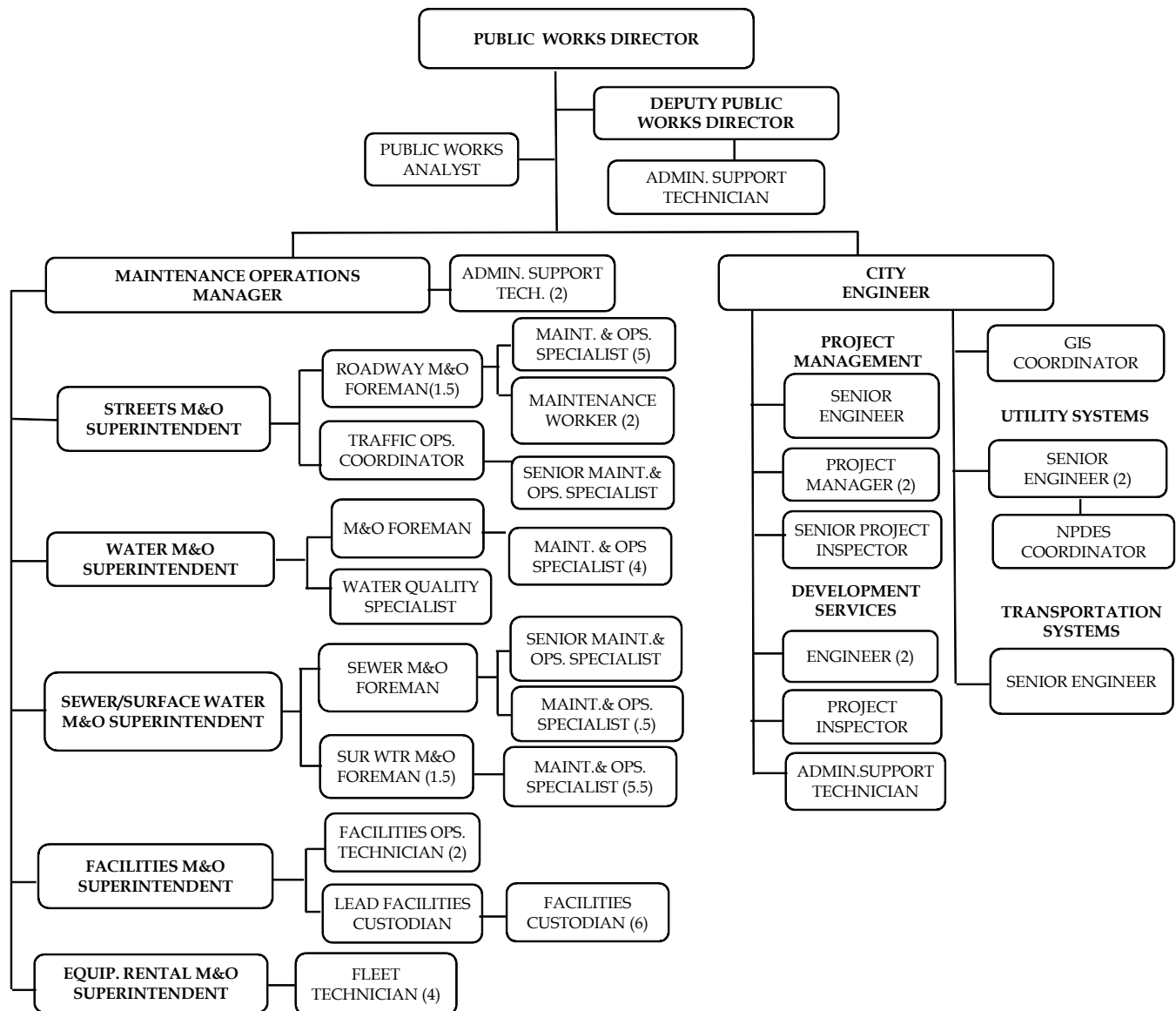
Performance Measures

Information Technology	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Computer units	257	278	267	260	255
Laptops (including vehicle installs)	114	115	135	129	129
Network printers and plotters	85	92	89	89	89
Servers (2010 Estimate: one server is for phone system provided by Mitel)	24	24	26	26	26
Website unique visitors	25,000	30,000	30,000	30,000	30,000



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Public Works



2011-2012 Biennial Budget
Public Works
Admin, Maintenance, Engineering, Development, Facility Maintenance

Program	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget	2010-11 % Chg	2011-12 % Chg
Administration	\$ 747,408	\$ 738,014	\$ 780,951	\$ 555,243	\$ 584,345	-28.90%	5.24%
Maintenance	320,951	333,270	343,646	334,884	348,338	-2.55%	4.02%
Engineering	697,862	608,420	787,913	605,984	624,087	-23.09%	2.99%
Development	404,577	433,567	501,537	402,515	422,324	-19.74%	4.92%
Facility Maintenance	1,437,941	1,543,348	1,586,229	1,585,899	1,634,709	-0.02%	3.08%
Street Maintenance	2,573,890	2,280,105	2,570,563	2,603,943	2,676,535	1.30%	2.79%
Total	\$ 6,182,629	\$ 5,936,724	\$ 6,570,839	\$ 6,088,468	\$ 6,290,338	-7.34%	3.32%

Goals & Accomplishments

DEPARTMENT: Public Works (13) - Admin
FUND: General
RESPONSIBLE MANAGER: Bob Giberson

DIVISION: 532.100
FUND NUMBER: 000
POSITION: Director

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 facilities. The Public Works Director manages this program through four divisions: the Engineering Division, Maintenance Administration, Development Services Division, and the Facility Maintenance Division. Numerous relationships with other agencies such as Cascade Water Alliance, King County, Metropolitan Wastewater Agencies, WSDOT, the Regional Transit Authority, and the cities of Renton, SeaTac, Seattle and Kent are required to coordinate projects and services.

2009-2010 Accomplishments

- ◆ Completed Council-approved Local Improvement District (LID) No. 33 to help fund the Tukwila Urban Center Access Project (Klickitat).
- ◆ Implemented Howard Hanson Dam Flood Response Plan with extensive public outreach, staff training, and installing protective measures along the Green River.
- ◆ Evaluated future grant funding options available and proposed a course of action to fund transportation projects.

2011 Program Goals

- ◆ Prepare a comprehensive City Facilities Upgrade and Replacement Plan.
- ◆ Begin negotiations for the Solid Waste & Recycling contract.
- ◆ Evaluate future grant funding options available and propose a course of action to fund transportation projects.
- ◆ Review "rate model" for establishing appropriate rates for water, sewer and surface water enterprise funds.
- ◆ Hold community informational meetings.

2012 Program Goals

- ◆ Present to Council the comprehensive City Facilities Upgrade and Replacement Plan.
- ◆ Formalize and accept a Solid Waste & Recycling contract.
- ◆ Evaluate future grant funding options available and propose a course of action to fund transportation projects.
- ◆ Review "rate model" for establishing appropriate rates for water, sewer and surface water enterprise funds.
- ◆ Hold community informational meetings.

Public Works-Administration
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 432,595	\$ 502,890	\$ 541,685	\$ 382,350	\$ 398,528	-29.41%	4.23%
20 Personnel Benefits	131,293	145,718	146,928	106,254	119,677	-27.68%	12.63%
30 Supplies	59,702	17,720	28,060	6,060	6,060	-78.40%	0.00%
40 Other Services & Charges	123,818	71,686	71,533	60,579	60,080	-15.31%	-0.82%
00 Other	-	-	(7,255)	-	-	-100.00%	0.00%
EXPENDITURE TOTAL	747,408	738,014	780,951	555,243	584,345	-28.90%	5.24%

REVENUE							
General Fund	747,408	738,014	780,951	555,243	584,345	-28.90%	5.24%
REVENUE TOTAL	\$ 747,408	\$ 738,014	\$ 780,951	\$ 555,243	\$ 584,345	-28.90%	5.24%

Summary of Budget Changes

Budget changes for the Public Works Administration division include step increases and COLA increases for salaries, health care cost changes, transfer out of telecommunications funding to the IT department, EOC transfer to Fire department, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 541,685	\$ 146,928	\$ 28,060	\$ 71,533	\$ -	\$ -	\$ (7,255)	\$ 780,951
2011 Changes								
Decrease in Salaries and Wages	(159,335)							
Decrease in FICA		(14,220)						
Decrease in PERS		(2,282)						
Decrease in Industrial Insurance		(200)						
Decrease in Medical		(1,549)						
Decrease in Employer contributions to Medical		(22,423)						
Eliminate operating supplies from EOC division-Move to Fire			(3,000)					
Eliminate EOC DERT Trailer supplies-Move to Fire			(19,000)					
Increase in Equipment Rental & Replacement				4,046				
Increase in Credit Card Fees				2,000				
Increase in Neighborhood Revitalization-Solid Waste				7,000				
Decrease in EOC communication-Move to Fire				(1,200)				
Decrease in EOC travel-Move to Fire				(5,000)				
Decrease in EOC training-Move to Fire				(17,800)				
Reversal of prior year's budget reduction							7,255	
2011 Budget Totals	\$ 382,350	\$ 106,254	\$ 6,060	\$ 60,579	\$ -	\$ -	\$ -	\$ 555,243

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	16,178							
Increase in FICA		500						
Increase in PERS		9,028						
Increase in Industrial Insurance		130						
Increase in Medical		1,587						
Increase in Employer contributions to Medical		2,178						
Increase in Cable Franchise service renewal				39,000				
Decrease in solid waste and recycling services				(39,500)				
Increase in Equipment replacement				1				
2012 Budget Totals	\$ 398,528	\$ 119,677	\$ 6,060	\$ 60,080	\$ -	\$ -	\$ -	\$ 584,345

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Public Works Director	1	1	\$ 131,206	\$ 34,943	1	\$ 139,968	\$ 39,631
Deputy Public Works Director	1	1	108,816	30,448	1	112,032	34,369
Public Works Analyst	1	1	87,804	26,449	1	90,408	29,514
Admin Support Technician	1	1	52,524	14,414	1	54,120	16,163
Extra Labor			2,000	-		2,000	-
Department Total	4	4	\$ 382,350	\$ 106,254	4	\$ 398,528	\$ 119,677

Professional Contract

Professional services contracts in the Public Works Administration division include consultant services to negotiate a solid waste and recycling contract and cable franchise renewal. This will require a comprehensive audit, needs analysis, contract negotiations, and other tasks to ensure that the City receives the best possible rates and services for City residents and businesses.

Account Number	Purpose	2011	2012
000.13.532.100.41.00	Cable franchise service renewal	\$ -	\$ 39,000
000.13.532.100.42.00	Phone and postage	650	650
000.13.532.100.43.00	Mileage, meals, parking	100	100
000.13.532.100.45.94	Equipment Replacement Fund	4,046	4,047
000.13.532.100.45.95	Equipment O & M	5,200	5,200
000.13.532.100.48.00	Plotter, copier and KIP copier repairs	2,000	2,000
000.13.532.100.48.01	800 MHZ radio	1,083	1,083
000.13.532.100.49.00	Memberships, registrations, and training	1,000	1,000
000.13.532.100.49.08	Credit card fees	2,000	2,000
000.13.532.100.49.50	Advertising/printing expenses for City's clean-up events, solid waste	44,500	5,000
	Total Professional Services	\$ 60,579	\$ 60,080

Goals & Accomplishments

DEPARTMENT: Public Works (13) – Maintenance Admin

DIVISION: 532.101

FUND: General

FUND NUMBER: 000

RESPONSIBLE MANAGER: Bob Giberson

POSITION: Director

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.

2009-2010 Accomplishments

- ◆ Identified operational requirements (facility space, equipment, and personnel) for all maintenance functions being performed.
- ◆ Implemented recurrent technical training and operational safety programs to maintain employee certification levels to meet current and updated regulations.
- ◆ Initiated a program that will improve the energy efficiency of City maintenance operations.

2011 Program Goals

- ◆ Use the recurrent technical training and operational safety programs to maintain employee certification levels to meet current and updated regulations.
- ◆ Continue to improve the energy efficiency of City maintenance operations.

2012 Program Goals

- ◆ Use the recurrent technical training and operational safety programs to maintain employee certification levels to meet current and updated regulations.
- ◆ Continue to improve the energy efficiency of City maintenance operations.

*Public Works-Maintenance Administration
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 201,384	\$ 213,407	\$ 219,551	\$ 222,756	\$ 229,260	1.46%	2.92%
20 Personnel Benefits	93,253	102,549	98,822	89,832	98,743	-9.10%	9.92%
30 Supplies	3,060	559	3,750	3,750	3,750	0.00%	0.00%
40 Other Services & Charges	23,254	16,755	21,523	18,546	16,585	-13.83%	-10.57%
EXPENDITURE TOTAL	320,951	333,270	343,646	334,884	348,338	-2.55%	4.02%

REVENUE							
General Fund	320,951	333,270	343,646	334,884	348,338	-2.55%	4.02%
REVENUE TOTAL	\$ 320,951	\$ 333,270	\$ 343,646	\$ 334,884	\$ 348,338	-2.55%	4.02%

Summary of Budget Changes

Budget changes for the Maintenance division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 219,551	\$ 98,822	\$ 3,750	\$ 21,523	\$ -	\$ -	\$ -	\$ 343,646
2011 Changes								
Increase in Salaries and Wages	3,205							
Decrease in FICA		(508)						
Increase in PERS		3,741						
Increase in Industrial Insurance		204						
Decrease in Medical		(306)						
Decrease in Employer contributions to Medical		(12,121)						
Increase in equipment replacement funding				1,961				
Decrease in equipment rental O&M				(4,938)				
2011 Budget Totals	\$ 222,756	\$ 89,832	\$ 3,750	\$ 18,546	\$ -	\$ -	\$ -	\$ 334,884
2012 Changes								
Increase in Salaries and Wages	6,504							
Increase in FICA		294						
Increase in PERS		4,997						
Increase in Industrial Insurance		98						
Increase in Medical		217						
Increase in Employer contributions to Medical		3,305						
Decrease in equipment replacement funding				(1,961)				
2012 Budget Totals	\$ 229,260	\$ 98,743	\$ 3,750	\$ 16,585	\$ -	\$ -	\$ -	\$ 348,338

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Maintenance Operations Manager	1	1	\$ 116,376	\$ 36,156	1	\$ 119,808	\$ 40,105
Admin Support Technician	2	2	104,880	53,676	2	107,952	58,638
Extra Labor			1,500	-		1,500	-
Department Total	3	3	\$ 222,756	\$ 89,832	3	\$ 229,260	\$ 98,743

Professional Contract

Professional services contracts in Maintenance include repairs and maintenance for office equipment, consulting services, equipment replacement and O&M charges, among others.

Account Number	Purpose	2011	2012
000.13.532.101.41.00	Consultant services depending on necessity	\$ 1,000	\$ 1,000
000.13.532.101.43.00	Mileage, meals, parking	300	300
000.13.532.101.45.00	Copiers at Minkler and George Long Buildings	10,000	10,000
000.13.532.101.45.94	Equipment replacement fund	1,961	-
000.13.532.101.45.95	Equipment O & M	2,000	2,000
000.13.532.101.48.00	Copier, equipment repairs and maintenance	1,250	1,250
000.13.532.101.49.00	Memberships, registrations, and training	2,035	2,035
	Total Professional Services	\$ 18,546	\$ 16,585

Goals & Accomplishments

DEPARTMENT: Public Works (13) - Engineering

FUND: General

RESPONSIBLE MANAGER: Bob Giberson

DIVISION: 532.200

FUND NUMBER: 000

POSITION: Director

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 Valley View Sewer District, as well as with regional agencies such as King County Metro Transit and Sewer, WSDOT, Green River Basin Technical Committee, Regional Transit Authority, Puget Sound Regional Council, 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.

2009-2010 Accomplishments

- ◆ Assessed standardized contracting procedures for construction and repair projects.
- ◆ Performed annual assessment and update of transportation impact fees system.

2011 Program Goals

- ◆ Implement standardized contracting procedures for construction and repair projects.
- ◆ Oversee development of Tukwila South and coordination with Southcenter Pkwy Extension Project.
- ◆ Ongoing construction of Southcenter Parkway Extension Project.
- ◆ Start construction of the Tukwila Urban Center Access (Klickitat) Project.

2012 Program Goals

- ◆ Biennial assessment and update of pavement management system.
- ◆ Biennial assessment and update of transportation impact fees system.
- ◆ Complete construction of Southcenter Parkway Extension Project.
- ◆ Ongoing construction of the Tukwila Urban Center Access (Klickitat) Project.

*Public Works-Engineering
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 345,295	\$ 327,981	\$ 450,416	\$ 370,518	\$ 382,800	-17.74%	3.31%
20 Personnel Benefits	124,278	122,119	184,850	118,526	131,805	-35.88%	11.20%
30 Supplies	21,067	54,354	72,500	47,500	7,500	-34.48%	-84.21%
40 Other Services & Charges	183,867	57,867	60,147	69,440	66,982	15.45%	-3.54%
60 Capital Outlays	23,355	46,099	20,000	-	35,000	-100.00%	0.00%
EXPENDITURE TOTAL	697,862	608,420	787,913	605,984	624,087	-23.09%	2.99%

REVENUE							
General Fund	697,862	608,420	787,913	605,984	624,087	-23.09%	2.99%
REVENUE TOTAL	\$ 697,862	\$ 608,420	\$ 787,913	\$ 605,984	\$ 624,087	-23.09%	2.99%

Summary of Budget Changes

Budget changes for the Engineering division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 450,416	\$ 184,850	\$ 72,500	\$ 60,147	\$ -	\$ 20,000	\$ -	\$ 787,913
2011 Changes								
Decrease in Salaries due to 1.0 FTE reduction	(79,898)							
Decrease in FICA		(7,246)						
Increase in PERS		1,892						
Increase in Industrial Insurance		1,560						
Increase in Medical		86						
Decrease in Employer contributions to Medical		(62,616)						
Decrease in emergency radios			(25,000)					
Increase in equipment replacement funding				9,640				
Decrease in equipment rental O&M				(347)				
Eliminate capital budget						(20,000)		
2011 Budget Totals	\$ 370,518	\$ 118,526	\$ 47,500	\$ 69,440	\$ -	\$ -	\$ -	\$ 605,984
2012 Changes								
Increase in Salaries and Wages	12,282							
Increase in FICA		638						
Increase in PERS		8,471						
Increase in Industrial Insurance		286						
Increase in Medical		377						
Increase in Employer contributions to Medical		3,507						
Decrease radio funding			(40,000)					
Decrease in equipment replacement funding				(2,458)				
Increase in capital funding for aerial photos, etc						35,000		
2012 Budget Totals	\$ 382,800	\$ 131,805	\$ 7,500	\$ 66,982	\$ -	\$ 35,000	\$ -	\$ 624,087

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
City Engineer	1	1	\$ 118,230	\$ 29,996	1	\$ 123,024	\$ 33,710
Senior Engineer	2	1	105,192	32,560	1	108,360	36,279
Senior Project Inspector	1	1	73,848	31,529	1	76,008	34,709
GIS Coordinator	1	1	73,248	24,441	1	75,408	27,107
Department Total	5	4	\$ 370,518	\$ 118,526	4	\$ 382,800	\$ 131,805

Professional Contract

Professional services contracts in the Engineering division include project management, traffic counts, equipment replacement and O&M charges, and modeling and GIS assistance.

Account Number	Purpose	2011	2012
000.13.532.200.41.00	Consultant services for project management, computer support, traffic counts, surveying and transportation modeling, screening for compliance with ESA, peer reviews, traffic items not covered elsewhere, Development's annual water testing	\$ 25,900	\$ 25,900
000.13.532.200.41.00	GIS survey support	2,500	2,500
000.13.532.200.42.00	Phone service, Nextel and postage	2,000	2,000
000.13.532.200.43.00	Mileage, meals, parking	400	400
000.13.532.200.45.94	Equipment replacement	9,640	7,182
000.13.532.200.45.95	Equipment O & M	17,000	17,000
000.13.532.200.48.00	ArcInfo and ArcView maintenance and copier repairs and maintenance	2,000	2,000
000.13.532.200.49.00	Memberships, prof. licenses, trng, software, subscriptions/publications	10,000	10,000
	Total Professional Services	\$ 69,440	\$ 66,982

Performance Measures

Public Works Engineering	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
New projects started during year	13	15	15	6	5
Projects completed during year	8	9	8	10	10
Projects in progress at year-end	N/A	N/A	37	40	42
Number of Public Works contracts	83	110	108	112	120

Goals & Accomplishments

DEPARTMENT: Public Works (13) – Development Svcs

DIVISION: 532.102

FUND: General

FUND NUMBER: 000

RESPONSIBLE MANAGER: Bob Giberson

POSITION: Director

Description

The Development Services Division is responsible for reviewing and approving permits associated with land altering, development, residences, and utility permits. The Development Services division works closely with the 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. The City Engineer oversees this staff, who reports to the Director of Public Works.

2009-2010 Accomplishments

- ♦ Worked with and supported DCD to improve permit processes.

2011 Program Goals

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

2012 Program Goals

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

*Public Works-Development
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 294,119	\$ 310,242	\$ 358,011	\$ 302,626	\$ 311,458	-15.47%	2.92%
20 Personnel Benefits	110,458	123,325	143,526	99,889	110,866	-30.40%	10.99%
EXPENDITURE TOTAL	404,577	433,567	501,537	402,515	422,324	-19.74%	4.92%

REVENUE							
General Fund	404,577	433,567	501,537	402,515	422,324	-19.74%	4.92%
REVENUE TOTAL	\$ 404,577	\$ 433,567	\$ 501,537	\$ 402,515	\$ 422,324	-19.74%	4.92%

Summary of Budget Changes

Budget changes for the Development Services division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 358,011	\$ 143,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 501,537
2011 Changes								
Decrease in Salaries due to 1.0 FTE reduction	(55,385)							
Decrease in FICA		(4,811)						
Increase in PERS		1,813						
Increase in Industrial Insurance		1,560						
Decrease in Medical		(518)						
Decrease in Employer contributions to Medical		(41,681)						
2011 Budget Totals	\$ 302,626	\$ 99,889	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,515
2012 Changes								
Increase in Salaries and Wages	8,832							
Increase in FICA		675						
Increase in PERS		6,760						
Increase in Industrial Insurance		286						
Increase in Medical		237						
Increase in Employer contributions to Medical		3,019						
2012 Budget Totals	\$ 311,458	\$ 110,866	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 422,324

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Engineer	3	2	\$ 179,256	\$ 53,684	2	\$ 184,536	\$ 59,848
Project Inspector	1	1	67,344	25,133	1	69,360	27,810
Admin Support Technician	1	1	52,584	21,072	1	54,120	23,208
Overtime			3,442	-		3,442	-
Department Total	5	4	\$ 302,626	\$ 99,889	4	\$ 311,458	\$ 110,866

Performance Measures

Public Works Development	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Number of developer projects reviewed	668	407	500	525	525
Number of Public Works permits	154	131	160	175	175
Number of Franchise Utility permits	100	118	104	107	107

Goals & Accomplishments

DEPARTMENT: Public Works (13) – Facility Maintenance **DIVISION:** 518.300
FUND: General **FUND NUMBER:** 000
RESPONSIBLE MANAGER: Bob Giberson **POSITION:** Director

Description

The mission of the Facility Maintenance 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 thirty-eight facilities throughout the City, consisting of approximately 229,595 square feet, of which 150,025 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, four fire stations, Minkler, George Long, and Golf maintenance facilities, several public restrooms, and various other buildings.

2009-2010 Accomplishments

- ◆ Maintained a centralized record keeping and tracking system for facility maintenance – work order allocation.
- ◆ Maintained flat level of utility costs with conservation notwithstanding utility rate increases.
- ◆ Exceeded 10% goal for procurement and usage of eco-friendly lighting fixtures and custodial products.

2011 Program Goals

- ◆ Manage utility usage to minimize budgetary impact to less than 5% increase.
- ◆ Increase procurement and use of eco-friendly custodial products to 15%, keeping in line with responsible cost and manpower expenditures.
- ◆ Incorporate additional maintenance and custodial services equivalent to 50,000 sq feet responsibility with equal or better response time and service level for all city facilities.
- ◆ Create inventory of 6300 building facility equipment and establish preventive maintenance schedule.
- ◆ Establish recurring supplies and cost effective re-order levels for 6300 building.

2012 Program Goals

- ◆ Manage utility usage to minimize budgetary impact to less than 5% increase.
- ◆ Maintain facility equipment to experience downtime at less than 1%.

*Public Works-Facility Maintenance
General Fund-Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 515,608	\$ 535,545	\$ 571,675	\$ 576,290	\$ 598,545	0.81%	3.86%
20 Personnel Benefits	257,437	272,219	277,777	244,656	271,211	-11.92%	10.85%
30 Supplies	77,003	66,887	85,900	85,900	85,900	0.00%	0.00%
40 Other Services & Charges	587,893	668,697	650,877	679,053	679,053	4.33%	0.00%
EXPENDITURE TOTAL	1,437,941	1,543,348	1,586,229	1,585,899	1,634,709	-0.02%	3.08%

REVENUE							
General Fund	1,437,941	1,543,348	1,586,229	1,585,899	1,634,709	-0.02%	3.08%
REVENUE TOTAL	\$ 1,437,941	\$ 1,543,348	\$ 1,586,229	\$ 1,585,899	\$ 1,634,709	-0.02%	3.08%

Summary of Budget Changes

Budget changes for the Facility Maintenance division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
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2010 Budget	\$ 571,675	\$ 277,777	\$ 85,900	\$ 650,877	\$ -	\$ -	\$ -	\$ 1,586,229
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2011 Changes								
Increase in Salaries and Wages	4,615							
Increase in FICA		39						
Increase in PERS		9,708						
Increase in Industrial Insurance		4,241						
Increase in Medical		3,057						
Decrease in Employer contributions to Medical		(50,166)						
Increase operating rentals and leases-records center				96,000				
Increase in equipment replacement funding				7,316				
Decrease in equipment rental O&M				(14,640)				
Decrease-consultant fees for bldg management				(50,000)				
Decrease in repair and maintenance				(10,500)				
2011 Budget Totals	\$ 576,290	\$ 244,656	\$ 85,900	\$ 679,053	\$ -	\$ -	\$ -	\$ 1,585,899

2012 Changes								
Increase in Salaries and Wages	22,255							
Increase in FICA		1,702						
Increase in PERS		13,441						
Increase in Industrial Insurance		1,878						
Increase in Medical		2,766						
Increase in Employer contributions to Medical		6,768						
2012 Budget Totals	\$ 598,545	\$ 271,211	\$ 85,900	\$ 679,053	\$ -	\$ -	\$ -	\$ 1,634,709

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 90,384	\$ 31,412	1	\$ 93,024	\$ 34,855
Lead Facilities Custodian	1	1	68,484	32,802	1	70,560	36,648
Facilities Ops Technician	2	2	130,002	48,463	2	133,872	53,640
Facilities Custodian	6	6	286,306	131,979	6	299,975	146,068
Overtime			1,114	-		1,114	-
Department Total	10	10	\$ 576,290	\$ 244,656	10	\$ 598,545	\$ 271,211

Professional Contract

Professional services contracts in the Facility Maintenance division include records center rent, citywide utilities, facility repairs and maintenance, and equipment replacement and O&M charges, among others.

Account Number	Purpose	2011	2012
000.13.518.300.41.00	Consultant services inspections - boiler, roof, architectural	\$ 2,000	\$ 2,000
000.13.518.300.42.00	Nextel phones and pagers	1,500	1,500
000.13.518.300.42.00	Alarm system monitoring at facilities	3,600	3,600
000.13.518.300.45.00	Rental of scaffolding, pumps, A/C units, heaters	2,000	2,000
000.13.518.300.45.00	Lease of Records Center	96,000	96,000
000.13.518.300.45.94	Equipment Replacement Fund	7,316	7,316
000.13.518.300.45.95	Equipment O & M	27,000	27,000
000.13.518.300.47.00	Facilities electricity, natural gas, water, sewer, and surface water	379,449	379,449
000.13.518.300.48.00	Facilities repair to security systems, HVAC, roof, plant care, carpet cleaning and exterminating completed by outside vendors	159,188	159,188
000.13.518.300.49.00	Memberships, licenses, tuitions for Certified Building Operators	1,000	1,000
	Total Professional Services	\$ 679,053	\$ 679,053

Performance Measures

City facilities at 5829 South 140th Street (Log Cabin) was demolished in 2009 due to Howard Hanson Dam flood response.

Public Works Facilities	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Work orders issued	579	551	550	550	550
Work orders completed	556	525	530	535	535
Work orders in progress at year-end	23	26	20	15	15
Inventory					
Number of City facilities	39	39	38	38	38
Amount of square footage for all City facilities	236,321	230,073	229,595	229,595	229,595
Amount of square footage covered by City custodial svcs	108,203	108,203	118,865	150,025	150,025

Goals & Accomplishments

DEPARTMENT: PW - Street Maintenance (16)

FUND: General

RESPONSIBLE MANAGER: Bob Giberson

DIVISION: 542/543

FUND NUMBER: 000

POSITION: Director

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, street lighting, and traffic cams. The Street Maintenance unit maintains relationships with adjoining cities, King County and Washington State Department of Transportation.

2009-2010 Accomplishments

- ◆ Participated in pavement management for the multi-year street overlay program.
- ◆ Assessed the Traffic Operations Center (TOC) effectiveness and flexibility with an emphasis on expanding its use by other departments.
- ◆ Established a CCTV control center in the police training room/control center.
- ◆ Expanded fiber trunk line-a total of 5.5 miles with monitor cameras and traffic signal controllers along these routes:
 - Southcenter Blvd. from Macadam Rd. to Tukwila Intl Blvd. then north to South 152nd St.
 - Tukwila Intl Blvd. from South 139th St. to Boeing Access Rd.
 - East Marginal Way South from Boeing Access Rd to the 8100 Block.

2011 Program Goals

- ◆ Continue to participate in pavement management for the multi-year street overlay program.
- ◆ Continue to analyze the expansion of the City's video and fiber infrastructure.
- ◆ Connect Tukwila Valley South to fiber system, expand camera and traffic control system.

2012 Program Goals

- ◆ Continue to participate in pavement management for the multi-year street overlay program.
- ◆ Analyze the usage of Intelligent Transportation System (ITS).
- ◆ Expand fiber system to Interurban Ave. South from Grady Way to Boeing Access Road.

Public Works-Street Maintenance
General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 800,009	\$ 810,191	\$ 827,085	\$ 804,381	\$ 832,040	-2.75%	3.44%
20 Personnel Benefits	332,084	359,010	355,270	303,529	335,730	-14.56%	10.61%
30 Supplies	308,806	157,864	379,731	329,731	329,731	-13.17%	0.00%
40 Other Services & Charges	1,021,278	925,568	988,477	1,166,302	1,179,034	17.99%	1.09%
50 Intergovt. Services & Taxes	13	6	20,000	-	-	-100.00%	0.00%
60 Capital Outlays	111,700	27,466	-	-	-	0.00%	0.00%
EXPENDITURE TOTAL	2,573,890	2,280,105	2,570,563	2,603,943	2,676,535	1.30%	2.79%

REVENUE							
General Fund	2,573,890	2,280,105	2,570,563	2,603,943	2,676,535	1.30%	2.79%
REVENUE TOTAL	\$ 2,573,890	\$ 2,280,105	\$ 2,570,563	\$ 2,603,943	\$ 2,676,535	1.30%	2.79%

Summary of Budget Changes

Budget changes for the Street Maintenance division include step increases and COLA increases for salaries, health care cost changes, and implementation of program and service reductions for the 2011-2012 biennial budget, among others.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	00-Other	Total
2010 Budget	\$ 827,085	\$ 355,270	\$ 379,731	\$ 988,477	\$ 20,000			\$ 2,570,563
2011 Changes								
Decrease in Salaries due to 1.0 FTE reduction	(22,704)							
Decrease in FICA		(6,500)						
Increase in PERS		8,440						
Increase in Industrial Insurance		139						
Decrease in Medical		(1,118)						
Decrease in Employer contributions to Medical		(52,702)						
Decrease Video & Fiber CCTV replacement cameras			(1,250)					
Decrease Video & Fiber CCTV communication units			(11,250)					
Decrease Video & Fiber CCTV communication units- East Marginal Way			(11,250)					
Decrease Video & Fiber CCTV communication units- Interurban Avenue South			(11,250)					
Decrease Video & Fiber CCTV misc cabling, enclosures, transmission equipment and switches			(4,300)					
Decrease Video & Fiber fiber			(10,700)					
Increase in Surface Water fees by 10%				49,330				
Reduction in Public Utility Services				(32,500)				
Increase in Equipment Rental & Replacement				153,887				
Increase in Equipment Rental O&M				7,108				
Decrease in Machinery & Equipment					(5,000)			
Decrease in Traffic Signal Machinery & Equipment					(15,000)			
2011 Budget Totals	\$ 804,381	\$ 303,529	\$ 329,731	\$ 1,166,302	\$ -	\$ -	\$ -	\$ 2,603,943
2012 Changes								
Increase in Salaries and Wages	27,659							
Increase in FICA		2,116						
Increase in PERS		17,410						
Increase in Industrial Insurance		2,166						
Increase in Medical		609						
Increase in Employer contributions to Medical		9,900						
Increase in Surface Water fees				38,076				
Decrease in equipment replacement funding				(25,344)				
2012 Budget Totals	\$ 832,040	\$ 335,730	\$ 329,731	\$ 1,179,034	\$ -	\$ -	\$ -	\$ 2,676,535

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 90,072	\$ 31,558	1	\$ 92,712	\$ 34,995
Traffic Operations Coordinator	1	1	84,264	33,335	1	86,736	36,781
Maint & Ops Foreman	1.5	1.5	110,184	41,826	1.5	113,424	46,254
Sr Maint & Ops Specialist	1	1	68,256	30,926	1	70,272	33,968
Maint & Ops Specialist	6	5	302,472	113,039	5	314,552	125,637
Maintenance Worker	2	2	93,936	52,845	2	99,147	58,095
Extra Labor			43,723	-		43,723	-
Overtime			11,474	-		11,474	-
Department Total	12.5	11.5	\$ 804,381	\$ 303,529	11.5	\$ 832,040	\$ 335,730

Professional Contract

Professional services contracts in the Street Maintenance division include citywide surface water fees, transportation related utility charges, traffic control equipment, equipment replacement and O&M charges, among others.

Account Number	Purpose	2011	2012
000.16.542.300.41.00	Transportation Division lab fees for material testing	\$ 100	\$ 100
000.16.542.300.43.00	Transportation Division mileage, parking, and meals	100	100
000.16.542.300.45.00	Transportation Division equipment rentals	3,400	3,400
000.16.542.300.47.00	Transportation Division utility charges specifically from a street project	100	100
000.16.542.300.47.01	Surface water fees	380,760	418,836
000.16.542.300.47.02	Transportation Division Materials - dump fees	20,000	20,000
000.16.542.300.48.00	Transportation Division repairs of saw cuts and grinder sharpening	100	100
	Total Roadway Professional Services	\$ 404,560	\$ 442,636
Account Number	Purpose	2011	2012
000.16.542.500.48.00	Structures & Bridges repairs done by outside vendors	\$ 1,500	\$ 1,500
	Total Structures Professional Services	\$ 1,500	\$ 1,500
Account Number	Purpose	2011	2012
000.16.542.630.41.00	Streets Lighting utility one call locating services	\$ 500	\$ 500
000.16.542.630.43.00	Street Lighting mileage, meals, and parking	100	100
000.16.542.630.47.00	Street lighting elec. power bills from Seattle City Light & Puget Sound Energy	192,500	192,500
	Total Street Lighting Professional Services	\$ 193,100	\$ 193,100
Account Number	Purpose	2011	2012
000.16.542.640.41.00	Traffic control devices signal light share of utility one call locating services	\$ 100	\$ 100
000.16.542.640.42.00	Traffic control devices signal phone lines, Sprint access card for laptops	1,800	1,800
000.16.542.640.43.00	Traffic control devices mileage, meals, and parking	100	100
000.16.542.640.47.00	Traffic control devices public utility services for signal lights and crosswalks	55,000	55,000
000.16.542.640.48.00	Traffic control devices repairs, interlocal for major emergencies, pole replacement	20,000	20,000
	Total Traffic Control Devices Professional Services	\$ 77,000	\$ 77,000

Professional Contract - continued

Account Number	Purpose	2011	2012
000.16.542.660.43.00	Snow and ice control mileage, meals, parking	\$ 300	\$ 300
	Total Snow & Ice Control Professional Services	\$ 300	\$ 300
Account Number	Purpose	2011	2012
000.16.542.700.41.00	Prof. Svcs roadside for testing sweeping materials for hazardous wastes	\$ 2,200	\$ 2,200
000.16.542.700.43.00	Roadside mileage, meals, and parking	100	100
000.16.542.700.47.00	Roadside electric and gas utilities	400	400
000.16.542.700.47.02	Roadside transfer station fees, recovery & disposal of freon, electronics recycling	30,000	30,000
000.16.542.700.48.00	Roadside rockery repairs by outside vendor	500	500
000.16.542.700.48.01	Roadside contractor for tree removal by outside vendor	3,000	3,000
	Total Roadside Professional Services	\$ 36,200	\$ 36,200
Account Number	Purpose	2011	2012
000.16.542.800.48.00	Video & Fiber electronic calibration, repairs to testing equipment	\$ 1,500	\$ 1,500
	Total Ancillary Professional Services	\$ 1,500	\$ 1,500
Account Number	Purpose	2011	2012
000.16.543.300.41.00	Streets consultants services	\$ 600	\$ 600
000.16.543.300.41.02	Streets physicals and hearing tests	500	500
000.16.543.300.42.00	Streets phone bills and Nextel cell phones	2,500	2,500
000.16.543.300.43.00	Streets mileage, meals and lodging to attend mtgs, workshops, seminars	2,000	2,000
000.16.543.300.44.00	Streets advertising for seasonal help and replacement staff	1,500	1,500
000.16.543.300.45.94	Equipment replacement	153,887	128,543
000.16.543.300.45.95	Equipment O & M	250,000	250,000
000.16.543.300.46.00	Insurance allocations WCIA	35,455	35,455
000.16.543.300.48.00	Streets maintenance of general use tools and equipment	500	500
000.16.543.300.49.00	Streets licenses, tuition, clothing	5,200	5,200
	Total General Professional Services	\$ 452,142	\$ 426,798
	Total PW Streets Professional Services	\$ 1,166,302	\$ 1,179,034

Performance Measures

Streets	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Traffic Signals & Signs					
% of City-owned streetlights repaired within 72 hours. For Seattle City Light/Puget Sound Energy streetlights, report within 24 hours.	100%	100%	100%	100%	100%
% of all traffic signal problems corrected within 24 hours	100%	100%	100%	100%	100%
Number of signalized intersections	63	59	60	64	64
Hours maintaining all City-owned traffic signals:	7,540	6,700	6,800	7,000	7,000
City Street Cleaning					
% of Residential streets swept twice a year.	100%	100%	100%	100%	100%
% of Arterial residential and commercial/industrial roads swept three times a year.	100%	100%	100%	100%	100%
% of Arterial commercial/industrial roads swept four times a year.	100%	100%	100%	100%	100%
Inventory					
Number of Residential lane miles	90	90	90	90	90
Number of Commercial lane miles	110	110	120	120	120
Sidewalks (miles)	54	56	60	60	65



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Goals & Accomplishments

DEPARTMENT: Non-Departmental Expenses (20)

DIVISION: 230/780

FUND: General

FUND NUMBER: 000

RESPONSIBLE MANAGER: Shawn Hunstock

POSITION: Finance Director

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.

Non-Departmental Expenses General Fund-Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
20 Personnel Benefits	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	0.00%	0.00%
40 Other Services & Charges	-	-	-	523,000	523,000	0.00%	0.00%
00 Other	9,099,337	8,098,430	8,477,434	12,481,147	12,267,534	47.23%	-1.71%
EXPENDITURE TOTAL	9,099,337	8,098,430	8,477,434	13,034,147	12,820,534	53.75%	-1.64%

REVENUE							
General Fund	9,099,337	8,098,430	8,477,434	13,034,147	12,820,534	53.75%	-1.64%
REVENUE TOTAL	\$ 9,099,337	\$ 8,098,430	\$ 8,477,434	\$ 13,034,147	\$ 12,820,534	53.75%	-1.64%

00 Other Detail

Transfers Out	\$ 300,000	\$ 709,000	\$ 305,000	\$ 8,039,495	\$ 7,444,752	2535.90%	-7.40%
Ending Fund Balance	8,799,337	7,389,430	8,172,434	4,441,652	4,822,782	-45.65%	8.58%
Total	\$ 9,099,337	\$ 8,098,430	\$ 8,477,434	\$ 12,481,147	\$ 12,267,534	47.23%	-1.71%

Summary of Budget Changes

Budget changes for Department 20 are the result of moving non-departmental costs, and costs associated with the City as a whole, into Department 20.

Professional Contract

Professional services contracts in Department 20 include city-wide costs for insurance on facilities and equipment, boiler insurance, fidelity bonds for City employees, property taxes and miscellaneous claims and judgments below the deductible amounts with WCIA.

Account Number	Purpose	2011	2012
000.20.514.230.46.00	City-wide insurance costs from WCIA	\$ 192,500	\$ 192,500
000.20.514.230.46.00	Boiler and machinery insurance and fidelity bond	7,500	7,500
000.20.514.230.49.00	King County Property Tax (noxious weed fees for all City properties)	3,000	3,000
000.20.514.230.49.03	Miscellaneous claims and judgments, below deductible amounts	270,000	270,000
000.20.531.900.49.01	Building abatement program	50,000	50,000
	Total Professional Services	\$ 523,000	\$ 523,000

Goals & Accomplishments

DEPARTMENT: Mayor's Office

FUND: Hotel/Motel

RESPONSIBLE MANAGER: Derek Speck

DIVISION: 557/573

FUND NUMBER: 101

POSITION: Economic Dev Administrator

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.

2009-2010 Accomplishments

- ♦ Worked with City departments, business community, and residents to execute a successful Rock "n" Roll Marathon 2009-2010.
- ♦ Continued efforts to market Seattle Southside as a premier travel destination.
- ♦ Supported positive relationships between the travel and tourism industry, business community, and city government.
- ♦ Continued implementing program performance reporting based on guidelines provided by Destination Marketing Association International.

2011 Program Goals

- ♦ Work with City departments, business community, residents and regional agencies to execute a successful Rock "n" Roll Marathon.
- ♦ Work with Parks and Recreation department to implement a successful Backyard Wildlife Festival and increase attendance.
- ♦ Continue efforts to market Seattle Southside as a premier travel destination as outlined in the Lodging Tax Advisory Committee's recommended annual marketing initiatives.
- ♦ 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 and demonstrate measurable increases in outcomes.

2012 Program Goals

- ♦ Work with City departments, business community, residents and regional agencies to execute a successful Rock "n" Roll Marathon with a reduced level of sponsorship while maintaining current levels of marketing exposure for the City.
- ♦ Work with Parks and Recreation department to implement a successful Backyard Wildlife Festival and increase attendance.
- ♦ Continue efforts to market Seattle Southside as a premier travel destination as outlined in the Lodging Tax Advisory Committee's recommended annual marketing initiatives.
- ♦ 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 and demonstrate measurable increases in outcomes.

*Hotel/Motel Tax
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 252,252	\$ 275,541	\$ 297,579	\$ 304,863	\$ 317,488	2.45%	4.14%
20 Personnel Benefits	76,873	89,154	97,781	77,467	87,396	-20.77%	12.82%
30 Supplies	11,659	16,739	16,000	16,000	16,000	0.00%	0.00%
40 Other Services & Charges	1,029,844	825,274	971,500	1,100,900	1,035,900	13.32%	-5.90%
60 Capital Outlays	-	3,594	10,000	10,000	10,000	0.00%	0.00%
00 Other	-	-	-	88,779	91,442	0.00%	3.00%
EXPENDITURE TOTAL	1,370,628	1,210,302	1,392,860	1,598,009	1,558,226	14.73%	-2.49%
REVENUE							
Hotel/Motel Fund Balance	192,292	(49,365)	105,860	348,048	302,106	228.78%	-13.20%
Hotel/Motel Tax	587,216	489,806	600,000	379,706	385,401	-36.72%	1.50%
Seatac Base Costs	290,000	400,079	465,000	305,000	305,000	-34.41%	0.00%
Comm Srvcs-Seatac 100%	-	-	55,000	245,000	245,000	345.45%	0.00%
Seatac Joint Media	129,897	217,480	-	165,000	165,000	0.00%	0.00%
Kent Costs	120,000	120,000	120,000	120,000	120,000	0.00%	0.00%
Miscellaneous Revenue	51,223	32,302	47,000	35,255	35,719	-24.99%	1.32%
REVENUE TOTAL	\$ 1,370,628	\$ 1,210,302	\$ 1,392,860	\$ 1,598,009	\$ 1,558,226	14.73%	-2.49%

Summary of Budget Changes

Budget changes for Hotel/Motel Fund include increased advertising costs and decreases in a number of professional services.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 297,579	\$ 97,781	\$ 16,000	\$ 971,500	\$ -	\$ 10,000	\$ -	\$1,392,860
2011 Changes								
Increase in Salaries and Wages	7,284							
Decrease in FICA		(2,144)						
Decrease in PERS		(4,937)						
Increase in Industrial Insurance		560						
Decrease in Medical-GH		(37)						
Decrease in Employer contributions to Medical		(13,756)						
Increase in credit card fees				400				
Increase in communications				15,000				
Increase in marketing-general advertising				25,000				
Decrease in marketing-special projects advertising				(125,000)				
Decrease magazines/brochures advertising				(118,000)				
Increase in Professional Services-Marathon				115,000				
Decrease SW KC Chambers contract				(8,000)				
Decrease public relations				(15,000)				
Decrease tournament bids				(5,000)				
Increase in Seatac only marketing projects				125,000				
Increase in advertising				120,000				
Budget for Indirect Cost Share							88,779	
2011 Budget Totals	\$ 304,863	\$ 77,467	\$ 16,000	\$ 1,100,900	\$ -	\$ 10,000	\$88,779	\$1,598,009
2012 Changes								
Increase in Salaries and Wages	12,625							
Increase in FICA		967						
Increase in PERS		6,509						
Increase in Industrial Insurance		190						
Increase in Medical-GH		242						
Increase in Employer contributions to Medical		2,021						
Decrease in Professional Services-Marathon				(65,000)				
Increase in indirect cost share							2,663	
2012 Budget Totals	\$ 317,488	\$ 87,396	\$ 16,000	\$ 1,035,900	\$ -	\$ 10,000	\$91,442	\$1,558,226

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Program Manager	1	1	\$ 95,664	\$ 20,979	1	\$ 98,496	\$ 23,820
Business Community Liason	1	1	62,928	25,827	1	65,470	28,536
Marketing Communications Coordinator	1	1	61,812	15,900	1	64,824	18,064
Admin Support Specialist	1	1	50,349	14,162	1	54,588	16,315
Extra Labor			24,000	599		24,000	661
Overtime			10,110	-		10,110	-
Department Total	4	4	\$304,863	\$ 77,467	4	\$317,488	\$ 87,396

Professional Contract

Professional services contracts in the Hotel/Motel Fund include web page development, memberships in various organizations, and operating rentals and leases.

Account Number	Purpose	2011	2012
101.00.557.300.41.02	Community report, tchotchkes, publicity	\$ 10,000	\$ 10,000
101.00.557.300.41.03	Mailhandlers, Smith Travel Research, Certified Folders, Office Space	33,000	33,000
101.00.557.300.41.12	Web Page Dev. - Cascade E-Commerce, Adhost, website maintenance	20,000	20,000
101.00.557.300.42.00	Communication - Sprint, MCI, XO Communications	30,000	30,000
101.00.557.300.42.01	Postage, petty cash	30,000	30,000
101.00.557.300.43.00	Parking, meals, mileage for Tourism networking meetings	10,000	10,000
101.00.557.300.43.00	Parking, meals, mileage-WA Convention&Visitors Bureau President's Travel	4,000	4,000
101.00.557.300.43.00	Parking, meals, mileage - Gov. commission, tradeshow, education	9,000	9,000
101.00.557.300.45.00	Office lease, copier lease, postage meter, AV equipment, water cooler	49,000	49,000
101.00.557.300.47.00	Utilities	1,500	1,500
101.00.557.300.48.00	Equipment repairs and maintenance	1,000	1,000
101.00.557.300.49.00	Puget Sound Business Journal and WA Festivals & Events	300	300
101.00.557.300.49.00	Seattle Convention & Visitors Bureau	2,000	2,000
101.00.557.300.49.00	WA State Association of Convention & Visitors Bureaus	2,500	2,500
101.00.557.300.49.00	Clipper Navigation	2,600	2,600
101.00.557.300.49.00	City-County & Communications Marketing Association	2,500	2,500
101.00.557.300.49.00	Public Relations Society of America	500	500
101.00.557.300.49.00	USAE (United States Association of Executives)	200	200
101.00.557.300.49.00	Travel Industry of America	1,600	1,600
101.00.557.300.49.00	DMAI (Destination Marketing Association International)	1,600	1,600
101.00.557.300.49.00	Tradeshow registrations	2,200	2,200
101.00.557.300.49.01	Printing of letterhead, envelopes, business cards	5,000	5,000
101.00.557.300.49.08	PPI credit card fees	400	400
	Total Tourism-Basic Operations Professional Services	\$ 218,900	\$ 218,900

Professional Contract - continued

Account Number	Purpose	2011	2012
101.00.557.301.44.10	Washington State Visitor's Guide	\$ 225,000	\$ 225,000
101.00.557.301.44.11	Marketing Sponsorships: Starfire Sports	25,000	25,000
101.00.557.301.44.11	Marketing Sponsorships: Seattle Sports Commission	10,000	10,000
101.00.557.301.44.12	Website development, shuttle, ad design, promotional campaigns, direct mail, media fam tours, tradeshow displays, sales blitzes, events, photography, tchotchkes	100,000	100,000
101.00.557.301.44.15	Tourism map, vacation planner, About Us brochure, media kits, sales kits, sports facility guide, meeting planner guide, itineraries, annual community report, coupon books, restaurant guide	52,000	52,000
	Total Tourism-Joint Operations Professional Services	\$ 412,000	\$ 412,000

Account Number	Purpose	2011	2012
101.00.557.302.41.00	Rock and Roll Marathon	\$ 165,000	\$ 100,000
101.00.557.302.41.01	Southwest King County Chamber contract	20,000	20,000
101.00.557.302.41.03	Community Events	15,000	15,000
101.00.557.302.41.05	Museum of Flight - annual marketing contract	25,000	25,000
	Total Tukwila Tourism Professional Services	\$ 225,000	\$ 160,000

Account Number	Purpose	2011	2012
101.00.557.303.44.10	SeaTac Marketing - Shuttle	\$ 125,000	\$ 125,000
101.00.557.303.44.11	Marketing On-line campaign	120,000	120,000
	Total Seatac Professional Services	\$ 245,000	\$ 245,000

	Total Tourism Professional Services	\$ 1,100,900	\$ 1,035,900
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Performance Measures

TOURISM & MARKETING DEPT	2008 Actual	2009 Actual	2010 Projections	2011 Projections	2012 Projections
Partner Financial Contributions					
Total Revenues	\$ 564,500	\$ 754,493	\$ 853,000	\$ 853,000	\$ 853,000
Visitor Center Results					
Visitor Center Walk-ins	1,018	874	1,680	2,000	2,400
Walk-in Hotel Reservations	139	168	210	232	278
Walk-in Hotel Reservation Revenue	\$ 13,900	\$ 14,280	\$ 18,900	\$ 20,880	\$ 25,020
Seattle Southside Shuttle Riders	16,392	18,124	20,000	20,000	20,000
Shuttle Riders Estimated Spend	\$ 2,278,488	\$ 2,519,236	\$ 2,780,000	\$ 2,780,000	\$ 2,780,000
Volunteer Hours					
Total Hours	64	66	360	400	400
Advertising Results					
Web Visits	86,721	132,749	158,972	185,000	200,000
New Sign-up for At A Glance E-newsletter	135	13	223	335	335
New Sign-up for Travel Update E-newsletter	838	14	498	800	800
Online Hotel Reservations	621	662	662	1080	1200
Online Room Revenue	\$ 61,590	\$ 52,960	\$ 55,608	\$ 97,000	\$ 108,000
Visitor Packets Mailed	27,337	26,673	30,000	33,000	33,000
Visitor Center Phone Calls	2,086	1,203	1,445	1734	2080
Public Relations					
Press Releases Distributed	8	13	7	12	12
Articles Published	37	58	190	300	300
Ad Equivalencies	\$ 60,015	\$ 60,000	\$ 196,551	\$ 310,000	\$ 310,000
Circulation	8,733,625	n/a	n/a	n/a	n/a
Impressions	n/a	115,743,244	379,158,902	598,671,951	598,671,951
Business Outreach					
Request for Proposals (Group Leads)	35	35	36	40	44
Roomnights	9,779	7,474	7,500	7,800	8,112
Room Revenue	\$ 895,900	\$ 920,732	\$ 900,000	\$ 936,000	\$ 973,440
Food & Beverage Revenue	n/a	\$ 90,580	\$ 90,580	\$ 93,600	\$ 97,344
In-person Outreach Contacts	268	294	325	337	404
Contacts with Expos & Tradeshow Attendees	3,650	40,000	43,600	43,600	43,600
Tourism Networking Meeting Attendees	125	180	200	250	250

Goals & Accomplishments

DEPARTMENT: Public Works

FUND: Residential Streets

RESPONSIBLE MANAGER: Bob Giberson

DIVISION: N/A

FUND NUMBER: 103

POSITION: Director

Description

The program provides for maintenance, lane widening, curbs and gutters, sidewalks, illumination and undergrounding of utilities of the residential street system.

2009-2010 Accomplishments

- ♦ Residential streets funds were removed due to the extreme economic downturn in 2009 and 2010.

2011 Program Goals

- ♦ Begin design of 42nd Ave South from Southcenter Blvd to S 160th St.

2012 Program Goals

- ♦ Complete design of 42nd Ave South from Southcenter Blvd to S 160th St.

*Residential Streets
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
40 Other Services & Charges	\$ 35,445	\$ -	\$ 400,000	\$ 150,000	\$ 300,000	-62.50%	100.00%
60 Capital Outlays	132,147	-	-	-	-	0.00%	0.00%
00 Other	-	-	-	9,829	10,124	0.00%	3.00%
EXPENDITURE TOTAL	167,592	-	400,000	159,829	310,124	-60.04%	94.03%

REVENUE							
Street Fund Balance	(122,967)	(271,684)	90,000	(71,171)	77,124	-179.08%	-208.36%
MVFT Cities	280,249	267,063	300,000	230,000	232,000	-23.33%	0.87%
Miscellaneous Revenue	10,310	4,621	10,000	1,000	1,000	-90.00%	0.00%
REVENUE TOTAL	\$ 167,592	\$ -	\$ 400,000	\$ 159,829	\$ 310,124	-60.04%	94.03%

Summary of Budget Changes

Budget changes for the Residential Streets Fund include decreased engineering professional service costs and budget allocation for indirect cost share.

10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
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2010 Budget	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
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2011 Changes								
Decrease in engineering prof srvcs				(250,000)				
Indirect Cost Allocation						9,829		
2011 Budget Totals	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 9,829	\$ 159,829

2012 Changes								
Increase in engineering prof srvcs				150,000				
Increase in Indirect Cost Allocation						295		
2012 Budget Totals	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 10,124	\$ 310,124

Professional Contract

Account Number	Purpose	2011	2012
103.98.595.800.41.00	40 - 42 Ave S	\$ 150,000	\$ 300,000
	Total Professional Services	\$ 150,000	\$ 300,000

Goals & Accomplishments

DEPARTMENT: Public Works
FUND: Bridges and Arterial Streets
RESPONSIBLE MANAGER: Bob Giberson

DIVISION: 01/02/98
FUND NUMBER: 104
POSITION: Director

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.

2009-2010 Accomplishments

- ◆ Completed construction of Tukwila International Blvd. Phases II and III.
- ◆ Completed Annual Bridge Inspections and Repair Program.
- ◆ Completed design and began construction of Southcenter Parkway Extension Project.
- ◆ Completed design and awarded construction of Tukwila Urban Center Access Project (Klickitat).

2011 Program Goals

- ◆ Complete Annual Bridge Inspections and Repair Program.
- ◆ Complete construction of Southcenter Parkway Extension Project.
- ◆ Complete construction of Tukwila Urban Center Access Project (Klickitat).
- ◆ Complete Annual Overlay and Repair and Annual Signal Programs.
- ◆ Complete design of Tukwila Urban Center – Transit Center and Andover Park West.
- ◆ Complete and adopt the Transportation Element of the Comprehensive Plan.

2012 Program Goals

- ◆ Complete Annual Bridge Inspections and Repair Program.
- ◆ If successful with grants, begin design of Boeing Access Rd Bridge Replacement.
- ◆ Complete Annual Overlay and Repair and Annual Signal Programs.
- ◆ Begin construction of Tukwila Urban Center – Transit Center and Andover Park West.

Bridges & Arterial Streets
Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 270,451	\$ 292,965	\$ 214,037	\$ 204,660	\$ 210,768	-4.38%	2.98%
20 Personnel Benefits	76,864	89,667	63,984	55,686	62,436	-12.97%	12.12%
30 Supplies	3,735	1,890	-	-	-	0.00%	0.00%
40 Other Services & Charges	608,869	3,686,408	8,790,000	6,393,000	2,430,000	-27.27%	-61.99%
60 Capital Outlays	1,028,916	10,845,756	57,398,930	27,227,000	3,656,000	-52.57%	-86.57%
00 Other	591,657	615,350	639,936	120,324	123,933	-81.20%	3.00%
EXPENDITURE TOTAL	2,580,492	15,532,036	67,106,887	34,000,670	6,483,137	-49.33%	-80.93%

REVENUE							
Arterial Street Fund Balance	(1,852,402)	4,585,772	5,944,957	210,531	876,479	-96.46%	316.32%
Transfers In-General Fund	2,700,000	1,462,616	2,750,000	2,000,000	2,000,000	-27.27%	0.00%
G.O. Bonds Proceeds	-	-	24,513,930	15,901,000	350,000	-35.13%	-97.80%
State Grant-SC Parkway	-	-	15,000,000	6,000,000	-	-60.00%	-100.00%
State Grant-TUC Access	-	-	5,250,000	5,000,000	-	-4.76%	-100.00%
State Grant-TUC Transit Center			920,000	-	468,000	-100.00%	0.00%
State Grant-TIB II	27,210	1,535,582	1,156,000	-	-	-100.00%	0.00%
State Grant-TIB III	5,023	709,000	-	-	-	0.00%	0.00%
Fed Grant-Tuk Urban Ctr Access	349,683	164,867	3,000,000	3,250,000	-	8.33%	-100.00%
Fed Grant-Boeing Access Bridge	-	-	1,400,000	-	1,400,000	-100.00%	0.00%
Fed Grant- SC Parkway	-	-	1,126,000	442,000	-	-60.75%	-100.00%
Fed Grant- Tuk Urban Ped/ Bicycle	148,413	-	-	517,000	-	0.00%	-100.00%
Fed Grant-TIB II	123,591	3,453,074	592,000	-	-	-100.00%	0.00%
Fed Grant-TIB III	5,305	2,883,447	1,226,000	-	-	-100.00%	0.00%
ARRA Bicycle LOS Grant	-	-	-	35,000	-	0.00%	-100.00%
Plan/Development Fees	61,845	127,623	3,138,000	294,000	1,031,000	-90.63%	250.68%
MVFT Cities	131,882	126,260	150,000	109,302	112,581	-27.13%	3.00%
REET 2	413,929	127,493	500,000	100,000	100,000	-80.00%	0.00%
Miscellaneous Revenue	466,013	356,302	440,000	141,837	145,077	-67.76%	2.28%
REVENUE TOTAL	\$ 2,580,492	\$ 15,532,036	\$ 67,106,887	\$ 34,000,670	\$ 6,483,137	-49.33%	-80.93%

Summary of Budget Changes

Budget changes for the Bridges & Arterial Streets Fund include decreased engineering professional service and construction costs and budget allocation for indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 214,037	\$ 63,984	\$ -	\$ 8,790,000	\$ -	\$57,398,930	\$ 639,936	\$67,106,887
2011 Changes								
Decrease in Salaries from COLA and step increases	(9,377)							
Decrease in FICA		(1,424)						
Decrease in PERS		(3,343)						
Decrease in Industrial Insurance		(2,399)						
Increase in Medical		400						
Decrease in Employer contributions to Medical		(1,532)						
Decrease in Professional Services				(2,397,000)				
Increase budget for Machinery & Equipment						50,000		
Decrease in Construction costs						(30,221,930)		
Decrease budget for Transfers							(639,936)	
Budget for Indirect Cost Allocation							120,324	
2011 Budget Totals	\$ 204,660	\$ 55,686	\$ -	\$ 6,393,000	\$ -	\$27,227,000	\$ 120,324	\$34,000,670
2012 Changes								
Increase in Salaries from COLA and step increases	6,108							
Increase in FICA		467						
Increase in PERS		4,569						
Increase in Industrial Insurance		65						
Increase in Medical		189						
Increase in Employer contributions to Medical		1,460						
Decrease in Professional Services				(3,963,000)				
Increase in Land						656,000		
Decrease in Construction costs						(24,227,000)		
Increase in Indirect Cost Allocation							3,609	
2012 Budget Totals	\$ 210,768	\$ 62,436	\$ -	\$ 2,430,000	\$ -	\$ 3,656,000	\$ 123,933	\$ 6,483,137

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Senior Engineer	2	1	\$106,284	\$ 22,431	1	\$109,560	\$ 25,602
Project Manager	-	1	95,376	33,255	1	98,208	36,834
Extra Labor			3,000	-		3,000	-
Department Total	2	2	\$204,660	\$ 55,686	2	\$210,768	\$ 62,436

Professional Contract

Account Number	Purpose	2011	2012
104.98.595.800.41.00	Annual Bridge Inspection and Repairs	\$ 45,000	\$ 55,000
104.98.595.800.41.00	Boeing Access Rd Bridge Replacement	-	1,750,000
104.98.595.800.41.00	Tukwila Urban Center-Ped Bridge	517,000	-
104.98.595.800.41.00	Southcenter Pkway (S 180-S 200 St)	1,471,000	-
104.98.595.800.41.00	Tukwila Urban Center Access (Klickitat)	3,013,000	-
104.98.595.800.41.00	Tukwila Int'l Blvd Phase II	25,000	-
104.98.595.800.41.00	Tukwila Int'l Blvd Phase II	20,000	-
104.98.595.800.41.00	S 144th St Phase II	68,000	-
104.98.595.800.41.00	Annual Overlay and Repair Program	250,000	250,000
104.98.595.800.41.00	Tukwila Urban Center-Transit Center	314,000	150,000
104.98.595.800.41.00	Andover Pk W	123,000	105,000
104.98.595.800.41.00	Transportation Element of Comp Plan	285,000	-
104.98.595.800.41.00	Macadam Rd & S 144 St Intersection	17,000	-
104.98.595.800.41.00	APE/Minkler Blvd Intersection	75,000	45,000
104.98.595.800.41.00	W Valley Hwy/S 156 St Intersection	75,000	-
104.98.595.800.41.00	APE/Industry Dr Intersection	75,000	25,000
104.98.595.800.41.00	S 133 St/SR 599 Intersection	20,000	-
104.98.595.800.41.00	E Marginal Way	-	50,000
	Total Professional Services	\$ 6,393,000	\$ 2,430,000

DEPARTMENT: N/A
FUND: Contingency Fund
RESPONSIBLE MANAGER: Shawn Hunstock

DIVISION: N/A
FUND NUMBER: 105
POSITION: Director

Description

This fund provides funding for any municipal expenditure, the necessity or extent of which could not be foreseen or reasonably evaluated at the time of budget adoption.

Contingency Fund Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
EXPENDITURE TOTAL	-	-	-	-	-	0.00%	0.00%

REVENUE							
Contingency Fund Balance	830,434	860,099	874,187	892,000	1,293,816	2.04%	45.05%
Transfers In-General Fund	-	-	-	400,000	1,300,000	0.00%	225.00%
Miscellaneous Revenue	21,231	7,044	18,000	1,816	1,816	-89.91%	0.00%
REVENUE TOTAL	\$ 851,665	\$ 867,143	\$ 892,187	\$ 1,293,816	\$ 2,595,632	45.02%	100.62%

DEPARTMENT: Fire
FUND: Fire Equipment Cumulative Reserve
RESPONSIBLE MANAGER: Nick Olivas

DIVISION: N/A
FUND NUMBER: 107
POSITION: Fire Chief

Description

The program provides for fire department equipment purchases.

Fire Equipment Cumulative Reserve Fund Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ -	\$ 116,369	\$ 2,000	\$ 2,000	\$ 2,000	0.00%	0.00%
60 Capital Outlays	584	168,060	-	-	-	0.00%	0.00%
00 Other	-	-	-	14	15	0.00%	7.14%
EXPENDITURE TOTAL	584	284,429	2,000	2,014	2,015	0.70%	0.05%

REVENUE							
Fire Equip Cumulative Reserve	(304,401)	(216,483)	(8,000)	(129,671)	(129,670)	1520.89%	0.00%
Sound Transit Mitigation	-	168,060	-	-	-	0.00%	0.00%
Transfers In-General Fund	300,000	328,797	-	130,000	130,000	0.00%	0.00%
Miscellaneous Revenue	4,985	4,055	10,000	1,685	1,685	-83.15%	0.00%
REVENUE TOTAL	\$ 584	\$ 284,429	\$ 2,000	\$ 2,014	\$ 2,015	0.70%	0.05%

Summary of Budget Changes

The only budget change for the Fire Equipment Cumulative Reserve Fund includes a nominal budget increase for indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000
2011 Changes								
Budget for Indirect Cost Allocation							14	
2011 Budget Totals	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 14	\$ 2,014
2012 Changes								
Increase in Indirect Cost Allocation							1	
2012 Budget Totals	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 15	\$ 2,015

DEPARTMENT: Police
FUND: Drug Seizure Fund
RESPONSIBLE MANAGER: David Haynes

DIVISION: N/A
FUND NUMBER: 109
POSITION: Chief of Police

Description

The Drug Seizure Fund was established to account for the yearly accumulation of drug seizure revenues and related expenditures.

Drug Seizure Fund Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
30 Supplies	\$ -	\$ 226	\$ -	\$ 3,000	\$ 3,000	0.00%	0.00%
40 Other Services & Charges	-	6,525	-	22,000	22,000	0.00%	0.00%
60 Capital Outlays	-	-	-	269,000	-	0.00%	-100.00%
EXPENDITURE TOTAL	-	6,751	-	294,000	25,000	0.00%	-91.50%

REVENUE							
Drug Seizure Fund	-	(221,108)	-	108,000	(71,000)	0.00%	-165.74%
Transfers In-General Fund	-	154,647	-	75,000	75,000	0.00%	0.00%
Confiscated/Forfeited Property	-	71,488	-	110,000	20,000	0.00%	-81.82%
Miscellaneous Revenue	-	1,724	-	1,000	1,000	0.00%	0.00%
REVENUE TOTAL	\$ -	\$ 6,751	\$ -	\$ 294,000	\$ 25,000	0.00%	-91.50%

Summary of Budget Changes

Budget changes for the Drug Seizure Fund include increased budget for professional services and leases and an increase in capital purchase to obtain the incident command vehicle in year 2011.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2011 Changes								
Increase in Supplies			3,000					
Increase in Professional Services				10,000				
Increase in Rents and leases				10,000				
Increase in miscellaneous expenses				2,000				
Increase in capital purchase for command vehicle						269,000		
2011 Budget Totals	\$ -	\$ -	\$ 3,000	\$ 22,000	\$ -	\$ 269,000	\$ -	\$ 294,000
2012 Changes								
Decrease in capital budget						(269,000)		
2012 Budget Totals	\$ -	\$ -	\$ 3,000	\$ 22,000	\$ -	\$ -	\$ -	\$ 25,000

Professional Contract

Account Number	Purpose	2011	2012
109.00.521.250.41.00	Professional services	\$ 10,000	\$ 10,000
109.00.521.250.45.00	Operating rentals and leases	10,000	10,000
109.00.521.250.49.00	Miscellaneous	2,000	2,000
	Total Professional Services	\$ 22,000	\$ 22,000

DEPARTMENT: N/A
FUND: Limited Tax, G.O. Bonds, 2003

DIVISION: N/A
FUND NUMBER: 209

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.

G.O. Bonds 2003 Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ 272,333	\$ 821,627	\$ 585,449	\$ 591,572	\$ 593,350	1.05%	0.30%
EXPENDITURE TOTAL	272,333	821,627	585,449	591,572	593,350	1.05%	0.30%

REVENUE							
Fund 209 Fund Balance	11,224	410,664	2,449	(1,000)	(1,000)	-140.83%	0.00%
Transfer in from General Fund	250,000	407,584	570,000	591,572	593,350	3.78%	0.30%
Investment Interest	11,109	3,379	13,000	1,000	1,000	-92.31%	0.00%
REVENUE TOTAL	\$ 272,333	\$ 821,627	\$ 585,449	\$ 591,572	\$ 593,350	1.05%	0.30%

Summary of Budget Changes

Budget changes for the Limited Tax, G.O. Bonds, 2003 Fund include increased budget for bond principal and indirect cost share and decreased budget for bond interest.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 585,449	\$ 585,449
2011 Changes								
Increase in 2003 Bond Principal							12,747	
Decrease in 2003 Bond Interest							(13,314)	
Budget for Indirect Cost Allocation							6,690	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 591,572	\$ 591,572
2012 Changes								
Increase in 2003 Bond Principal							15,932	
Decrease in 2003 Bond Interest							(14,355)	
Increase budget for Indirect Cost Allocation							201	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 593,350	\$ 593,350

DEPARTMENT: N/A
FUND: Limited Tax, G.O. Refunding Bonds, 2003

DIVISION: N/A
FUND NUMBER: 210

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.

G.O. Refunding Bonds 2003 Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ 489,804	\$ 599,204	\$ 489,700	\$ 500,932	\$ 499,893	2.29%	-0.21%
EXPENDITURE TOTAL	489,804	599,204	489,700	500,932	499,893	2.29%	-0.21%

REVENUE							
Fund 210 Fund Balance	(19,691)	252,323	16,700	(1,000)	(1,000)	-105.99%	0.00%
Transfers In - General Fund	499,177	344,715	460,000	500,932	499,893	8.90%	-0.21%
Investment Interest	10,318	2,166	13,000	1,000	1,000	-92.31%	0.00%
REVENUE TOTAL	\$ 489,804	\$ 599,204	\$ 489,700	\$ 500,932	\$ 499,893	2.29%	-0.21%

Summary of Budget Changes

Budget changes for the Limited Tax, G.O. Refunding Bonds, 2003 Fund include increased budget for bond principal and indirect cost share and decreased budget for bond interest.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 489,700	\$ 489,700
2011 Changes								
Increase in 2003 Bond Principal-Fire Control							3,000	
Increase in 2003 Bond Principal -Comm Ctr							12,000	
Decrease in 2003 Bond Interest-Fire Control							(3,160)	
Decrease in 2003 Bond Interest-Comm Ctr							(12,640)	
Budget for Indirect Cost Allocation							12,032	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,932	\$ 500,932
2012 Changes								
Increase in 2003 Bond Principal-Fire Control							3,000	
Increase in 2003 Bond Principal -Comm Ctr							12,000	
Decrease in 2003 Bond Interest-Fire Control							(3,280)	
Decrease in 2003 Bond Interest-Comm Ctr							(13,120)	
Increase budget for Indirect Cost Allocation							361	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 499,893	\$ 499,893

DEPARTMENT: N/A
FUND: Limited Tax, G.O. Refunding Bonds, 2008

DIVISION: N/A
FUND NUMBER: 211

Description

This fund provides payment to the Fiscal Agent for principal and interest payments required per the debt service schedule for the refunded Limited Tax G.O. 1999 Bonds for the purchase of an additional City Hall Annex (6300 Building) and economic revitalization projects. Revenues are provided by allocation of sales tax proceeds.

*G.O. Refunding Bonds 2008
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ -	\$ 324,255	\$ -	\$ 835,829	\$ 830,042	0.00%	-0.69%
EXPENDITURE TOTAL	-	324,255	-	835,829	830,042	0.00%	-0.69%

REVENUE							
Fund 211 Fund Balance	-	(6,155)	-	(1,000)	(1,000)	0.00%	0.00%
Transfer In - General Fund	-	329,656	-	835,829	830,042	0.00%	-0.69%
Investment Interest	-	754	-	1,000	1,000	0.00%	0.00%
REVENUE TOTAL	\$ -	\$ 324,255	\$ -	\$ 835,829	\$ 830,042	0.00%	-0.69%

Summary of Budget Changes

Budget changes for the Limited Tax, G.O. Refunding Bonds, 2008 Fund include increased budget for bond principal, interest, and indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2011 Changes								
Increase in 2008 Bond Principal-Gen Govt							428,000	
Increase in 2008 Bond Principal -Construction							107,000	
Increase in 2008 Bond Interest-Gen Govt							224,320	
Increase in 2008 Bond Interest-Construction							56,080	
Budget for Indirect Cost Allocation							20,429	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 835,829	\$ 835,829
2012 Changes								
Increase in 2008 Bond Principal-Gen Govt							12,000	
Increase in 2008 Bond Principal -Construction							3,000	
Decrease in 2008 Bond Interest-Gen Govt							(17,120)	
Decrease in 2008 Bond Interest-Construction							(4,280)	
Increase budget for Indirect Cost Allocation							613	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 830,042	\$ 830,042

DEPARTMENT: N/A
FUND: Limited Tax, G.O. Bonds 2009A

DIVISION: N/A
FUND NUMBER: 212

Description

This fund provides payment to the Fiscal Agent for principal and interest payments required per the debt service schedule for the City's portion of the construction of a correctional facility along with six other cities.

*G.O. Bonds 2009A
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ -	\$ 705,174	\$ -	\$ 30,166	\$ 30,184	0.00%	0.06%
EXPENDITURE TOTAL	-	705,174	-	30,166	30,184	0.00%	0.06%

REVENUE							
Transfers In - General Fund	-	705,174	-	30,166	30,184	0.00%	0.06%
REVENUE TOTAL	\$ -	\$ 705,174	\$ -	\$ 30,166	\$ 30,184	0.00%	0.06%

Summary of Budget Changes

Budget changes for the Limited Tax, G.O. Refunding Bonds, 2009A Fund include increased budget for bond interest and indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2011 Changes								
Increase in 2009A Bond Interest							29,581	
Budget for Indirect Cost Allocation							585	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,166	\$ 30,166
2012 Changes								
Increase Budget for Indirect Cost Allocation							18	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,184	\$ 30,184

DEPARTMENT: N/A
FUND: Taxable, Build America Bonds 2009B

DIVISION: N/A
FUND NUMBER: 213

Description

This fund provides payment to the Fiscal Agent for principal and interest payments required per the debt service schedule for the City's portion of the construction of a correctional facility along with six other cities.

*G.O. Bonds 2009B
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ -	\$ 6,242,400	\$ -	\$ 254,438	\$ 254,605	0.00%	0.07%
EXPENDITURE TOTAL	-	6,242,400	-	254,438	254,605	0.00%	0.07%

REVENUE							
Transfers In - General Fund	-	6,242,400	-	254,438	254,605	0.00%	0.07%
REVENUE TOTAL	\$ -	\$ 6,242,400	\$ -	\$ 254,438	\$ 254,605	0.00%	0.07%

Summary of Budget Changes

Budget changes for the Limited Tax, G.O. Refunding Bonds, 2009B Fund include increased budget for bond interest and indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2011 Changes								
Increase in 2009B Bond Interest							248,870	
Budget for Indirect Cost Allocation							5,568	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254,438	\$ 254,438
2012 Changes								
Increase Budget for Indirect Cost Allocation							167	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254,605	\$ 254,605

DEPARTMENT: N/A
FUND: Limited Tax G.O. Bonds 2010A

DIVISION: N/A
FUND NUMBER: 214

Description

This fund provides payment to the Fiscal Agent for principal and interest payments required per the debt service schedule for bonds issued for the construction and realignment of Southcenter Parkway in the Tukwila South Annexation area and for the cost of emergency preparedness capital and other equipment. Revenue is generated from sales tax. Bonds were issued on July 29, 2010 and will mature on December 1, 2015. The original issue was for \$1,900,000.

G.O. Bonds 2010A Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ -	\$ -	\$ 134,681	\$ 395,775	\$ 393,975	193.86%	-0.45%
EXPENDITURE TOTAL	-	-	134,681	395,775	393,975	193.86%	-0.45%

REVENUE							
Transfers In - General Fund	-	-	134,681	395,775	393,975	193.86%	-0.45%
REVENUE TOTAL	\$ -	\$ -	\$ 134,681	\$ 395,775	\$ 393,975	193.86%	-0.45%

Summary of Budget Changes

Budget changes for the Limited Tax, 2010A G.O. Bond Fund includes a decreased budget for bond interest in 2012.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,681	\$ 134,681
2011 Changes								
Budget for 2010A Bond Principal-Emergency Equip							90,607	
Budget for 2010A Bond Principal-Construction							134,393	
Budget for 2010A Bond Interest-Emergency Equip							14,863	
Budget for 2010A Bond Interest-Construction							21,231	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 395,775	\$ 395,775
2012 Changes								
Increase in 2010A Bond Principal-Emergency Equip							1,332	
Increase in 2010A Bond Principal-Construction							3,668	
Decrease in 2010A Bond Interest-Emergency Equip							(1,811)	
Decrease in 2010A Bond Interest-Construction							(4,989)	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 393,975	\$ 393,975

DEPARTMENT: N/A**DIVISION:** N/A**FUND:** Taxable Build America Bonds 2010B**FUND NUMBER:** 215**Description**

This fund provides payment to the Fiscal Agent for principal and interest payments required per the debt service schedule for bonds issued for the construction and realignment of Southcenter Parkway in the Tukwila South Annexation area and for the cost of emergency preparedness capital and other equipment. Revenue is generated from sales tax and a federal tax credit. Bonds were issued on July 29, 2010 and will mature on December 1, 2024. The original issue was for \$3,970,000.

*G.O. Bonds 2010B
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ -	\$ -	\$ 64,541	\$ 190,450	\$ 190,450	195.08%	0.00%
EXPENDITURE TOTAL	-	-	64,541	190,450	190,450	195.08%	0.00%

REVENUE							
Transfers In - General Fund	-	-	64,541	123,793	123,793	91.81%	0.00%
Interest Rate Credit - IRS	-	-	-	66,657	66,657	0.00%	0.00%
REVENUE TOTAL	\$ -	\$ -	\$ 64,541	\$ 190,450	\$ 190,450	195.08%	0.00%

Summary of Budget Changes

Budget changes for the Limited Tax, 2010B G.O. Bond Fund includes an increase in budget for bond interest in 2011.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,541	\$ 64,541
2011 Changes								
Budget for 2010B Bond Interest							50,755	
Budget for 2010B BAB Bond Interest							75,154	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,450	\$ 190,450
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,450	\$ 190,450

DEPARTMENT: N/A
FUND: Limited Tax G.O. Refunding Bonds 2000

DIVISION: N/A
FUND NUMBER: 216

Description

This fund provides payment to Valley Communications Center for principal and interest on bonds issued in April 2010 to refund bonds that were originally issued in 2000 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. Tukwila's share of the refunding issuance was \$1,065,000. Bonds will mature in December 2015.

*G.O. Refunding Bonds, 2010
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ -	\$ -	\$ -	\$ 170,990	\$ 232,910	0.00%	36.21%
EXPENDITURE TOTAL	-	-	-	170,990	232,910	0.00%	36.21%

REVENUE							
Transfers In - General Fund	-	-	-	170,990	232,910	0.00%	36.21%
REVENUE TOTAL	\$ -	\$ -	\$ -	\$ 170,990	\$ 232,910	0.00%	36.21%

Summary of Budget Changes

Budget changes for the Limited Tax, Refunding Bonds 2000 Fund includes an increased budget for both principal and interest 2012.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2011 Changes								
Budget for 2000 Bond Principal							143,351	
Budget for 2000 Bond Interest							27,639	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,990	\$ 170,990
2012 Changes								
Budget for 2000 Bond Principal							57,649	
Budget for 2000 Bond Interest							4,271	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232,910	\$ 232,910

Goals & Accomplishments

DEPARTMENT: N/A

FUND: Land Acquisition, Rec & Park Development

DIVISION: N/A

FUND NUMBER: 301

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 and other capital projects.

2009-2010 Accomplishments

- ◆ Completed construction of Codiga Park.
- ◆ Completed irrigation and trail at Duwamish Hill Preserve.
- ◆ Completed purchase of Duwamish Gardens.
- ◆ Completed design of Riverton Creek Flap Gate Removal.

2011 Program Goals

- ◆ Continue with Duwamish Hill Preserve improvements.
- ◆ Upon final decision for the Tukwila Pool, implement any required action.
- ◆ Continue Greenbelt & Multipurpose Trails and Black River Trail Connector Projects.
- ◆ Complete demolition of buildings and begin design of Duwamish Gardens.

2012 Program Goals

- ◆ Complete Tukwila Community Center Spray Park Sewer Connection.
- ◆ Complete construction of Riverton Creek Flap Gate Removal.

*Land Acquisition, Rec & Park Development
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ -	\$ 506	\$ -	\$ -	\$ -	0.00%	0.00%
20 Personnel Benefits	-	66	-	-	-	0.00%	0.00%
30 Supplies	1,279	18,018	-	-	-	0.00%	0.00%
40 Other Services & Charges	166,710	352,251	419,000	545,000	239,000	30.07%	-56.15%
60 Capital Outlays	2,327,914	381,288	1,724,000	372,000	810,000	-78.42%	117.74%
00 Other	55,886	58,150	60,446	97,721	100,653	61.67%	3.00%
EXPENDITURE TOTAL	2,551,789	810,279	2,203,446	1,014,721	1,149,653	-53.95%	13.30%

REVENUE							
Fund 301 Fund Balance	616,722	(558,748)	(38,554)	418,478	447,403	-1185.43%	6.91%
KC Duwamish Gardens	-	700,000	1,000,000	197,000	-	-80.30%	-100.00%
Riverbend Creek Flap Gate	-	42,500	572,000	-	500,000	-100.00%	0.00%
Duwamish Gardens Acq	993,521	394,000	-	130,000	-	0.00%	-100.00%
REET 1	414,226	128,394	500,000	100,000	100,000	-80.00%	0.00%
Park Impact Fees	-	17,767	-	93,000	25,000	0.00%	-73.12%
Miscellaneous Revenue	527,320	86,366	170,000	76,243	77,250	-55.15%	1.32%
REVENUE TOTAL	\$ 2,551,789	\$ 810,279	\$ 2,203,446	\$ 1,014,721	\$ 1,149,653	-53.95%	13.30%

Summary of Budget Changes

Budget changes for the Land Acquisition, Recreation and Park Fund include decrease in professional services and construction budget and an increase in indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ 419,000	\$ -	\$ 1,724,000	\$ 60,446	\$ 2,203,446
2011 Changes								
Increase in Professional Services				126,000				
Decrease in Construction						(1,352,000)		
Increase in indirect cost allocation							37,275	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ 545,000	\$ -	\$ 372,000	\$ 97,721	\$ 1,014,721
2012 Changes								
Decrease in Professional Services				(306,000)				
Increase in Construction						438,000		
Increase in indirect cost allocation							2,932	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ 239,000	\$ -	\$ 810,000	\$ 100,653	\$ 1,149,653

Professional Contract

Account Number	Purpose	2011	2012
301.98.594.760.41.00	Codiga Park	\$ 4,000	\$ -
301.98.594.760.41.00	Duwamish Hill Preserve	25,000	25,000
301.98.594.760.41.00	City of Tukwila Pool	82,000	10,000
301.98.594.760.41.00	TCC Spray Park Sewer Connection	-	17,000
301.98.594.760.41.00	Greenbelt & Multipurpose Trails	100,000	100,000
301.98.594.760.41.00	Black River Trail Connector	23,000	-
301.98.594.760.41.00	57th Ave S Park Extension	25,000	-
301.98.594.760.41.00	WRIA 9 Watershed Planning	11,000	12,000
301.98.594.760.41.00	Duwamish Gardens	275,000	-
301.98.594.760.41.00	Riverton Creek Flap Gate Removal	-	75,000
	Total Professional Services	\$ 545,000	\$ 239,000

Goals & Accomplishments

DEPARTMENT: N/A

FUND: Facility Replacement

DIVISION: N/A

FUND NUMBER: 302

Description

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

2009-2010 Accomplishments

- ◆ Completed site decision and bonding for South County Regional Jail (SCORE).
- ◆ Amended City's comprehensive plan and zoning code to enable development of Tukwila Village.

2011 Program Goals

- ◆ Seek new developer for Tukwila Village.
- ◆ Prepare plan to sell Newporter property.

2012 Program Goals

- ◆ Execute a developer agreement for Tukwila Village.
- ◆ Sell Newporter property.

*Facility Replacement
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ -	\$ 2,466	\$ -	\$ -	\$ -	0.00%	0.00%
20 Personnel Benefits	-	1,012	-	-	-	0.00%	0.00%
30 Supplies	392	90	-	-	-	0.00%	0.00%
40 Other Services & Charges	38,713	169,169	140,000	28,000	-	-80.00%	-100.00%
60 Capital Outlays	877,545	311,921	1,000,000	73,000	-	-92.70%	-100.00%
00 Other	-	-	-	24,563	25,300	0.00%	3.00%
EXPENDITURE TOTAL	916,650	484,658	1,140,000	125,563	25,300	-88.99%	-79.85%

REVENUE							
Facility Rplcmnt Fund Balance	806,265	14,957	(90,000)	119,807	19,372	-233.12%	-83.83%
Fed-Permanent EOC Facility	-	-	1,000,000	-	-	-100.00%	0.00%
Miscellaneous Revenue	110,385	469,701	230,000	5,756	5,928	-97.50%	2.99%
REVENUE TOTAL	\$ 916,650	\$ 484,658	\$ 1,140,000	\$ 125,563	\$ 25,300	-88.99%	-79.85%

Summary of Budget Changes

Budget changes for Facility Replacement Fund include decrease in professional services and construction budget and an increase in indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ 1,000,000	\$ -	\$ 1,140,000
2011 Changes								
Decrease in professional services				(112,000)				
Decrease in construction						(927,000)		
Budget for Indirect cost allocation							24,563	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ 28,000	\$ -	\$ 73,000	\$ 24,563	\$ 125,563
2012 Changes								
Decrease in professional services				(28,000)				
Decrease in construction						(73,000)		
Increase in Indirect cost allocation							737	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,300	\$ 25,300

Professional Contract

Account Number	Purpose	2011	2012
302.98.594.190.41.00	Tukwila Village	\$ 28,000	\$ -
	Total Professional Services	\$ 28,000	\$ -

Goals & Accomplishments

DEPARTMENT: N/A

FUND: General Government Improvement

DIVISION: N/A

FUND NUMBER: 303

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.

2009-2010 Accomplishments

- ◆ The 303 Funding was reduced due to the extreme economic downturn in 2009 and 2010.

2011 Program Goals

- ◆ Determine priority list for facility improvements.
- ◆ Complete Standby power upgrade for the 6300 Building.
- ◆ If directed by the Army Corps of Engineers, remove the Howard Hanson Dam Flood Response protective measures and restore the trail and property along the Green River.

2012 Program Goals

- ◆ Continue priority list for facility improvements.

*General Government Improvement
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 57,294	\$ 82,107	\$ 91,703	\$ 94,464	\$ 97,296	3.01%	3.00%
20 Personnel Benefits	20,134	28,046	42,306	28,831	32,517	-31.85%	12.78%
30 Supplies	16,254	358	152,229	-	-	-100.00%	0.00%
40 Other Services & Charges	401,856	95,493	60,000	440,000	40,000	633.33%	-90.91%
60 Capital Outlays	333,199	468,969	1,905,316	1,760,000	760,000	-7.63%	-56.82%
00 Other	-	65,000	65,000	41,921	43,179	-35.51%	3.00%
EXPENDITURE TOTAL	828,737	739,973	2,316,554	2,365,216	972,992	2.10%	-58.86%

REVENUE							
General Gov Fund Balance	144,209	450,527	378,009	108,013	264,073	-71.43%	144.48%
GO Bonds Proceeds	-	-	1,582,545	-	-	-100.00%	0.00%
Transfers-In	586,946	217,790	306,000	2,200,000	650,000	618.95%	-70.45%
Minor Home Repair	71,780	67,576	20,000	56,386	58,077	181.93%	3.00%
Miscellaneous Revenue	25,802	4,080	30,000	817	842	-97.28%	3.06%
REVENUE TOTAL	\$ 828,737	\$ 739,973	\$ 2,316,554	\$ 2,365,216	\$ 972,992	2.10%	-58.86%

Summary of Budget Changes

Budget changes for Facility Replacement Fund include decrease in professional services and construction budget and an increase in indirect cost share.

10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
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2010 Budget	\$ 91,703	\$ 42,306	\$ 152,229	\$ 60,000	\$ -	\$ 1,905,316	\$ 65,000	\$ 2,316,554
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2011 Changes								
Increase in Salaries and Wages	2,761							
Increase in FICA		210						
Decrease in PERS		(829)						
Decrease in Industrial Insurance		(385)						
Increase in Medical-GH		116						
Decrease in Employer contributions to Medical		(12,587)						
Decrease in Supplies			\$ (152,229)					
Increase in professional services				380,000				
Increase in construction - levee repairs						1,285,000		
Decrease in Capital-bond funded purchases						(1,430,316)		
Decrease in Indirect cost allocation							(23,079)	
2011 Budget Totals	\$ 94,464	\$ 28,831	\$ -	\$ 440,000	\$ -	\$ 1,760,000	\$ 41,921	\$ 2,365,216

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	2,832							
Increase in FICA		593						
Increase in PERS		2,183						
Increase in Industrial Insurance		100						
Increase in Medical-GH		13						
Increase in Employer contributions to Medical		797						
Decrease in professional services				(400,000)				
Decrease in construction						(1,000,000)		
Increase in Indirect cost allocation							1,258	
2012 Budget Totals	\$ 97,296	\$ 32,517	\$ -	\$ 40,000	\$ -	\$ 760,000	\$ 43,179	\$ 972,992

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Project Manager	1	1	\$ 94,464	\$ 28,831	1	\$ 97,296	\$ 32,517
Department Total	1	1	\$ 94,464	\$ 28,831	1	\$ 97,296	\$ 32,517

Professional Contract

Account Number	Purpose	2011	2012
303.98.594.190.41.00	Professional Services for Facilities	\$ 440,000	\$ 40,000
	Total Professional Services	\$ 440,000	\$ 40,000

DEPARTMENT: N/A
FUND: Fire Improvement Fund
RESPONSIBLE MANAGER: Nick Olivas

DIVISION: N/A
FUND NUMBER: 304
POSITION: Fire Chief

Description

The program provides fire department capital improvements and apparatus through Fire Impact Fees at a 90% / 10% split.

Fire Improvements Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
EXPENDITURE TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%

REVENUE							
Fire Improvement Fund Balance	-	-	-	140,000	190,100	0.00%	35.79%
Fire Impact Fees	-	13,342		50,000	50,000	0.00%	0.00%
Miscellaneous Revenue	-	4	-	100	100	0.00%	0.00%
REVENUE TOTAL	\$ -	\$ 13,346	\$ -	\$ 190,100	\$ 240,200	0.00%	26.35%



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Goals & Accomplishments

DEPARTMENT: Public Works

FUND: Water

RESPONSIBLE MANAGER: Bob Giberson

DIVISION: 01/02/98

FUND NUMBER: 401

POSITION: Director

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 740 million gallons of water through forty-one miles of water mains through approximately 2,100 meters. The Water Utility maintains relationships with adjoining jurisdictions, cities, water districts, sewer districts, and the Washington State Department of Health. Additional service is provided with reclaimed water along the Interurban Avenue South Corridor.

2009-2010 Accomplishments

- ◆ Completed installation of automated meter reads.
- ◆ Tracked backflow prevention compliance for the annual Department of Health report using the City's cross-connection data program.
- ◆ Implemented a program to test the accuracy of water meters 2-inches and larger into standard preventative maintenance procedures.
- ◆ Implemented Water Use Efficiency Program.

2011 Program Goals

- ◆ With completion of all automatic meter reads – analyze centralized radio tower for metering system.
- ◆ Monitor Water Use Efficiency efforts and provide an annual report.
- ◆ Complete and adopt Water Comprehensive Plan.
- ◆ Begin and complete construction of Andover Park East Watermain Replacement Project.
- ◆ Begin design of Andover Park West/Strander Blvd New Water Main.

2012 Program Goals

- ◆ Monitor Water Use Efficiency efforts and provide an annual report.
- ◆ Achieve 10 percent water savings to meet Water Efficiency Goals established by the Municipal Water Law.
- ◆ Begin construction of Andover Park West/Strander Blvd New Water Main.

*Water Operations & Maintenance
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 371,509	\$ 393,913	\$ 467,158	\$ 498,300	\$ 513,650	6.67%	3.08%
20 Personnel Benefits	164,587	185,199	211,972	184,782	204,406	-12.83%	10.62%
30 Supplies	1,671,678	1,828,713	2,046,811	2,170,339	2,170,339	6.04%	0.00%
40 Other Services & Charges	139,518	115,473	152,571	138,890	135,290	-8.97%	-2.59%
50 Intergovt. Services & Taxes	194,941	889,326	674,000	679,000	701,000	0.74%	3.24%
60 Capital Outlays	-	38,214	67,400	25,000	25,000	-62.91%	0.00%
00 Other	1,591,187	1,573,853	1,060,623	807,573	820,140	-23.86%	1.56%
EXPENDITURE TOTAL	4,133,420	5,024,691	4,680,535	4,503,884	4,569,825	-3.77%	1.46%

REVENUE							
Water Fund 401 Working Capital	131,562	488,793	-	-	-	0.00%	0.00%
Water Fund 401-Water Fees	4,001,858	4,535,898	4,680,535	4,503,884	4,569,825	-3.77%	1.46%
REVENUE TOTAL	\$ 4,133,420	\$ 5,024,691	\$ 4,680,535	\$ 4,503,884	\$ 4,569,825	-3.77%	1.46%

Summary of Budget Changes

Budget changes for the Water Fund operations and maintenance primarily include increased cost in purchased water, and decrease in capital purchases and indirect cost allocation.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 467,158	\$ 211,972	\$ 2,046,811	\$ 152,571	\$ 674,000	\$ 67,400	\$ 1,060,623	\$ 4,680,535
2011 Changes								
Increase in Salaries from COLA and step increases	31,142							
Increase in FICA		1,485						
Decrease in PERS		(4,055)						
Increase in Industrial Insurance		2,455						
Decrease in Medical		(28)						
Decrease in Employer contributions to Medical		(27,047)						
Increase in operating supplies			1,028					
Increase in purchased water cost			117,500					
Increase in small tools			5,000					
Increase in equipment rental replacement				2,530				
Decrease in equipment rental O&M				(15,822)				
Decrease in repair and maintenance				(8,000)				
Increase in miscellaneous expenses				3,000				
Increase in credit card fees				4,611				
Increase in interfund taxes					5,000			
Decrease in capital purchases						(42,400)		
Decrease in Indirect Cost Share							(252,847)	
Increase in 1995 Revenue bond principal							15,000	
Increase in 2006 Revenue bond principal							1,300	
Decrease in 1995 Revenue bond interest							(15,255)	
Decrease in 2006 Revenue bond interest							(1,248)	
2011 Budget Totals	\$ 498,300	\$ 184,782	\$ 2,170,339	\$ 138,890	\$ 679,000	\$ 25,000	\$ 807,573	\$ 4,503,884
2012 Changes								
Increase in Salaries from COLA and step increases	15,350							
Increase in FICA		1,174						
Increase in PERS		11,068						
Increase in Industrial Insurance		1,318						
Increase in Medical		392						
Increase in Employer contributions to Medical		5,672						
Decrease in equipment rental replacement				(3,600)				
Increase in interfund taxes					22,000			
Increase in Indirect Cost Allocation							10,666	
Increase in 1995 Revenue bond principal							20,000	
Increase in 2006 Revenue bond principal							1,300	
Decrease in 1995 Revenue bond interest							(18,099)	
Decrease in 2006 Revenue bond interest							(1,300)	
2012 Budget Totals	\$ 513,650	\$ 204,406	\$ 2,170,339	\$ 135,290	\$ 701,000	\$ 25,000	\$ 820,140	\$ 4,569,825

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 89,784	\$ 33,970	1	\$ 92,424	\$ 37,557
Maint & Ops Foreman	1	1	72,580	22,177	1	75,120	24,836
Maint & Ops Specialist	4	4	255,882	101,343	4	263,808	111,991
Water Quality Specialist	1	1	68,316	24,959	1	70,560	27,692
Extra Labor			6,000	2,333		6,000	2,330
Overtime			5,738	-		5,738	-
Department Total	7	7	\$ 498,300	\$ 184,782	7	\$ 513,650	\$ 204,406

Professional Contract

Professional services contracts in the Water department include repairs and maintenance for water infrastructure, and water analysis.

Account Number	Purpose	2011	2012
401.01.534.800.41.00	Engineering services, water analysis, and computer programming	\$ 8,000	\$ 8,000
401.01.534.800.41.01	Utility one call services for utility line locates	300	300
401.01.534.800.41.02	CDL licenses, hearing tests	1,000	1,000
401.01.534.800.42.00	Phone bills and Nextels	2,500	2,500
401.01.534.800.43.00	Mileage, meals (for overtime), parking	1,500	1,500
401.01.534.800.45.00	Rental of tapping machines, test pumps and other emergency equipment	1,500	1,500
401.01.534.800.45.94	Equipment Replacement	21,019	17,419
401.01.534.800.45.95	Equipment O & M and equipment rental fuel costs	42,000	42,000
401.01.534.800.46.00	Insurance allocations WCIA	20,260	20,260
401.01.534.800.47.00	Gas, electricity, water, and sewer for water facilities	18,000	18,000
401.01.534.800.47.01	Disposal of spoils and asphalt from excavations	5,000	5,000
401.01.534.800.48.00	Repairs to reservoir, PRV, water facilities and components by outside vendor	3,000	3,000
401.01.534.800.49.00	Registrations, training, memberships, computer upgrades, sm equip. repair	7,000	7,000
401.01.534.800.49.01	Operating permit from Dept of Health	3,200	3,200
401.01.534.800.49.08	PPI credit card fees	4,611	4,611
	Total Professional Services	\$ 138,890	\$ 135,290

*Water Capital Outlays
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 50,263	\$ 53,299	\$ 52,765	\$ 53,196	\$ 54,780	0.82%	2.98%
20 Personnel Benefits	18,253	18,786	22,329	16,202	18,074	-27.44%	11.55%
30 Supplies	-	-	-	342	342	0.00%	0.00%
40 Other Services & Charges	48,375	-	265,000	564,000	305,000	112.83%	-45.92%
60 Capital Outlays	(36,421)	-	935,000	3,073,000	1,262,000	228.66%	-58.93%
00 Other	(2,912)	5,571	200,803	101,545	101,070	-49.43%	-0.47%
EXPENDITURE TOTAL	77,558	77,656	1,475,897	3,808,285	1,741,266	158.03%	-54.28%

REVENUE							
Water Fund 401-Working Capital	(248,225)	(586,394)	889,432	1,740,635	1,128,557	95.70%	-35.16%
Interlocal Revenue-HL WD	-	85,580	-	1,682,000	-	0.00%	-100.00%
Water Fees	-	-	202,465	232,116	459,175	14.65%	97.82%
Hydrant Rental	102,390	97,305	96,000	106,000	106,000	10.42%	0.00%
Miscellaneous Revenue	223,393	481,165	288,000	47,534	47,534	-83.50%	0.00%
REVENUE TOTAL	\$ 77,558	\$ 77,656	\$ 1,475,897	\$ 3,808,285	\$ 1,741,266	158.03%	-54.28%

Summary of Budget Changes

Budget changes for the Water Fund capital outlays primarily include an increase in design and construction costs for capital projects.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 52,765	\$ 22,329	\$ -	\$ 265,000	\$ -	\$ 935,000	\$ 200,803	\$ 1,475,897
2011 Changes								
Increase in Salaries from COLA and step increases	431							
Decrease in FICA		(82)						
Decrease in PERS		(582)						
Decrease in Industrial Insurance		(538)						
Increase in Medical		142						
Decrease in Employer contributions to Medical		(5,067)						
Increase in operating supplies			342					
Increase in professional services				299,000				
Increase in construction engineering						2,138,000		
Decrease in PW-04-691-069 Principal							(80,625)	
Decrease in PW-01-691-064 Principal							(14,453)	
Decrease in PW-04-691-069 Interest							(7,054)	
Decrease in PW-01-691-064 Interest							(1,048)	
Increase in 1995 Revenue bond premium amort.							8,206	
Increase in 2006 Revenue bond premium amort.							764	
Decrease in 1995 Revenue bond discount amort.							(6,095)	
Increase in 2006 Revenue bond issue amort.							1,047	
2011 Budget Totals	\$ 53,196	\$ 16,202	\$ 342	\$ 564,000	\$ -	\$ 3,073,000	\$ 101,545	\$ 3,808,285

2012 Changes								
Increase in Salaries from COLA and step increases	1,584							
Increase in FICA		121						
Increase in PERS		1,203						
Increase in Industrial Insurance		16						
Increase in Medical		59						
Increase in Employer contributions to Medical		473						
Decrease in professional services				(259,000)				
Decrease in construction engineering						(1,811,000)		
Decrease in PW-04-691-069 Interest							(403)	
Decrease in PW-01-691-064 Interest							(72)	
2012 Budget Totals	\$ 54,780	\$ 18,074	\$ 342	\$ 305,000	\$ -	\$ 1,262,000	\$ 101,070	\$ 1,741,266

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. Senior Engineer is 50% split with Sewer Fund.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Senior Engineer	0.5	0.5	\$ 53,196	\$ 16,202	0.5	\$ 54,780	\$ 18,074
Department Total	0.5	0.5	\$ 53,196	\$ 16,202	0.5	\$ 54,780	\$ 18,074

Professional Contract

Professional services contracts in the Water department include design and construction management services for capital projects.

Account Number	Purpose	2011	2012
401.98.594.340.41.00	Professional services for projects in Fund 401	\$ 564,000	\$ 305,000
	Total Professional Services	\$ 564,000	\$ 305,000

Performance Measures

Water	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Ensure a safe supply of drinking water					
Number of backflow prevention assemblies (BPA) certified	1,294	1,407	1,450	1,500	1,600
Number of water system samples tested	22	5	8	10	15
Number of zones where mains are flushed	116	82	117	120	125
Bi-monthly test for coliform & chlorine residual levels	21	21	21	21	21
Number of fire hydrants tested	572	541	550	555	560
Capital					
Number of water meters 2 inches and larger tested for accuracy	59	120	125	145	165
Number of new water meters installed within 48 hours of hook-up request	9	7	5	5	5
Customers					
Number of water customers	2,109	2,112	2,117	2,122	2,127
Total Gallons of water (in thousands)	668,934	736,920	740,000	745,000	750,000
Number of total water system miles	47.40	40.80	41.00	41.50	42.00
Number of fire hydrants	572	541	550	555	560
Number of shut-off notices	377	412	367	395	400
Number of actual shut-offs for non-payment	77	86	56	60	65
Number of claims paid	-	-	-	-	-

Goals and Accomplishments

DEPARTMENT: Public Works

FUND: Sewer

RESPONSIBLE MANAGER: Bob Giberson

DIVISION: 01/02/98

FUND NUMBER: 402

POSITION: Director

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 40 miles of gravity sewer main and the operation and maintenance of twelve 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 Department of Natural Resources & Parks, Wastewater Treatment Division, State Department of Ecology, State Department of Health, and King County Health Department.

2009-2010 Accomplishments

- ◆ Completed upgrades for Annual Sewer Repair Program in 2010.
- ◆ Reviewed results of video logs to identify damaged areas and locations of possible infiltration/inflow.

2011 Program Goals

- ◆ Evaluate system-wide conditions for potential upgrades for Annual Sewer Repair Program.
- ◆ Implement a system for remote monitoring of sewer lift stations – response and corrective action can be achieved from laptop computer.
- ◆ Complete and adopt Sewer Comprehensive Plan.
- ◆ Ongoing construction of the South City Limits sewer improvements (coordinated with the Southcenter Parkway Extension Project).
- ◆ Begin construction of the Interurban Ave S Gravity Sewer Project.
- ◆ Begin design of Andover Park West Sewer Main Capacity Project.

2012 Program Goals

- ◆ Evaluate system-wide conditions for potential upgrades for Annual Sewer Repair Program.
- ◆ Complete construction of the South City Limits sewer improvements (coordinated with the Southcenter Parkway Extension Project).
- ◆ Complete construction of the Interurban Ave S Gravity Sewer Project.
- ◆ Begin construction of Andover Park West Sewer Main Capacity Project.

*Sewer Operations & Maintenance
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 215,986	\$ 239,624	\$ 220,158	\$ 217,830	\$ 224,022	-1.06%	2.84%
20 Personnel Benefits	87,784	100,923	88,110	76,197	84,288	-13.52%	10.62%
30 Supplies	2,811,349	3,124,256	3,775,100	3,775,393	3,775,393	0.01%	0.00%
40 Other Services & Charges	147,848	143,093	189,566	225,498	218,209	18.95%	-3.23%
50 Intergovt. Services & Taxes	66,247	822,106	590,000	556,000	583,000	-5.76%	4.86%
00 Other	991,710	1,010,639	650,460	417,328	425,310	-35.84%	1.91%
EXPENDITURE TOTAL	4,320,924	5,440,641	5,513,394	5,268,246	5,310,222	-4.45%	0.80%

REVENUE							
Sewer Fund 402 Working Capital	-	429,970	335,394	208,246	-	-37.91%	-100.00%
Sewer Fund Charges	4,320,924	5,010,671	5,178,000	5,060,000	5,310,222	-2.28%	4.95%
REVENUE TOTAL	\$ 4,320,924	\$ 5,440,641	\$ 5,513,394	\$ 5,268,246	\$ 5,310,222	-4.45%	0.80%

Summary of Budget Changes

Budget changes for the Sewer Fund operations and maintenance primarily include a decrease in interfund taxes and indirect cost share in 2011.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 220,158	\$ 88,110	\$ 3,775,100	\$ 189,566	\$ 590,000	\$ -	\$ 650,460	\$ 5,513,394
2011 Changes								
Decrease in Salaries and Wages	(2,328)							
Decrease in FICA		(1,053)						
Decrease in PERS		(3,510)						
Increase in Industrial Insurance		601						
Decrease in Medical		(279)						
Decrease in Employer contributions to Medical		(7,672)						
Distribute central supplies budget to departments			293					
Increase in equipment rental replacement				30,559				
Increase in equipment rental O&M				574				
Budget for credit card fees				4,799				
Decrease in interfund taxes					(34,000)			
Decrease in indirect cost share							(233,256)	
Increase in 2006 Revenue bond principal							3,100	
Decrease in 2006 Revenue bond interest							(2,976)	
2011 Budget Totals	\$ 217,830	\$ 76,197	\$ 3,775,393	\$ 225,498	\$ 556,000	\$ -	\$ 417,328	\$ 5,268,246

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	6,192							
Increase in FICA		473						
Increase in PERS		4,670						
Increase in Industrial Insurance		564						
Increase in Medical		133						
Increase in Employer contributions to Medical		2,251						
Decrease in equipment rental replacement				(7,289)				
Increase in interfund taxes					27,000			
Increase in indirect cost share							7,982	
Increase in 2006 Revenue bond principal							3,100	
Decrease in 2006 Revenue bond interest							(3,100)	
2012 Budget Totals	\$ 224,022	\$ 84,288	\$ 3,775,393	\$ 218,209	\$ 583,000	\$ -	\$ 425,310	\$ 5,310,222

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Maint & Ops Superintendent	0.5	0.5	\$ 45,336	\$ 14,302	0.5	\$ 46,656	\$ 15,930
Maint & Ops Foreman	1	1	73,740	19,313	1	76,008	21,764
Sr Maint & Ops Specialist	1	1	55,392	26,407	1	57,048	28,954
Maint & Ops Specialist	0.5	0.5	31,920	15,175	0.5	32,868	16,640
Extra Labor			8,000	1,000		8,000	1,000
Overtime			3,442	-		3,442	-
Department Total	3	3	\$ 217,830	\$ 76,197	3	\$ 224,022	\$ 84,288

Professional Contract

Professional services contracts in the Sewer department include sewer pump station maintenance and repairs.

Account Number	Purpose	2011	2012
402.01.535.800.41.00	Consultant engineering services, surveying	\$ 1,000	\$ 1,000
402.01.535.800.41.01	Utility one call services for utility line locates	300	300
402.01.535.800.41.02	CDL licenses, hearing tests	300	300
402.01.535.800.42.00	Phone bills and Nextels	2,500	2,500
402.01.535.800.43.00	Mileage, meals, parking	500	500
402.01.535.800.44.00	Advertising for seasonal help and staff replacement	150	150
402.01.535.800.45.00	Rental of backhoes, trackhoes, loader, and forklifts	2,000	2,000
402.01.535.800.45.94	Equipment Replacement	74,704	67,415
402.01.535.800.45.95	Equipment O & M and equipment rental fuel costs	55,000	55,000
402.01.535.800.46.00	Insurance allocations WCIA	15,195	15,195
402.01.535.800.47.00	Electrical, gas, water, and sewer from lift stations	22,050	22,050
402.01.535.800.48.00	Pump station repairs and replacement done by outside vendors	15,000	15,000
402.01.535.800.48.01	Painting of sewer pump station interiors	15,000	15,000
402.01.535.800.48.03	Repairs of sewer main lines	3,000	3,000
402.01.535.800.48.04	Sewer pump station computer alarm system	10,000	10,000
402.01.535.800.49.00	Training, classes, minor software purchases	4,000	4,000
402.01.535.800.49.08	PPI credit card fees	4,799	4,799
	Total Professional Services	\$ 225,498	\$ 218,209

*Sewer Capital Projects
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 50,139	\$ 51,370	\$ 52,765	\$ 53,196	\$ 54,780	0.82%	2.98%
20 Personnel Benefits	17,859	17,922	22,329	16,202	18,075	-27.44%	11.56%
30 Supplies	14	-	-	98	98	0.00%	0.00%
40 Other Services & Charges	53,925	2,803	270,000	391,000	160,000	44.81%	-59.08%
60 Capital Outlays	25,031	95,128	575,000	2,028,000	650,000	252.70%	-67.95%
00 Other	(9,506)	15,759	208,024	205,910	204,949	-1.02%	-0.47%
EXPENDITURE TOTAL	137,462	182,982	1,128,118	2,694,406	1,087,902	138.84%	-59.62%

REVENUE							
Sewer Fund 402 Working Capital	(701,954)	130,509	678,118	1,132,980	875,698	67.08%	-22.71%
State Grant-CERB	-	-	-	1,360,000	-	0.00%	-100.00%
Capital Contributions	603,998	234,085	400,000	120,000	120,000	-70.00%	0.00%
Sewer Fund Charges	178,593	-	-	-	10,778	0.00%	0.00%
Miscellaneous Revenue	56,825	(181,612)	50,000	81,426	81,426	62.85%	0.00%
REVENUE TOTAL	\$ 137,462	\$ 182,982	\$ 1,128,118	\$ 2,694,406	\$ 1,087,902	138.84%	-59.62%

Summary of Budget Changes

Budget changes for the Sewer Fund capital outlays primarily include an increase in design and construction costs in 2011 and a decrease in design and construction expenditures in 2012 due to limited resources.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 52,765	\$ 22,329	\$ -	\$ 270,000	\$ -	\$ 575,000	\$ 208,024	\$ 1,128,118
2011 Changes								
Increase in Salaries and Wages	431							
Decrease in FICA		(82)						
Decrease in PERS		(582)						
Decrease in Industrial Insurance		(538)						
Increase in Medical		142						
Decrease in Employer contributions to Medical		(5,067)						
Distribute central supplies budget to departments			98					
Increase in professional services				121,000				
Increase in construction						1,453,000		
Decrease in PW-04-691-069 Interest							(1,441)	
Increase in 2006 Revenue bond amort.							1,825	
Decrease in 2006 Revenue bond debt issue amort.							(2,498)	
2011 Budget Totals	\$ 53,196	\$ 16,202	\$ 98	\$ 391,000	\$ -	\$ 2,028,000	\$ 205,910	\$ 2,694,406

Summary of Budget Changes - continued

2012 Changes								
Increase in Salaries and Wages	1,584							
Increase in FICA		121						
Increase in PERS		1,204						
Increase in Industrial Insurance		16						
Increase in Medical		59						
Increase in Employer contributions to Medical		473						
Decrease in professional services				(231,000)				
Decrease in construction						(1,453,000)		
Budget for Infiltration and Inflow						75,000		
Decrease in PW-04-691-069 Interest							(961)	
2012 Budget Totals	\$ 54,780	\$ 18,075	\$ 98	\$ 160,000	\$ -	\$ 650,000	\$ 204,949	\$ 1,087,902

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. Senior Engineer is 50% split with Water Fund.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Senior Engineer	0.50	0.50	\$ 53,196	16,202	0.50	\$ 54,780	\$ 18,075
Department Total	0.5	0.5	\$ 53,196	\$ 16,202	0.5	\$ 54,780	\$ 18,075

Professional Contract

Professional services contracts in the Sewer department include design and construction management services for capital projects.

Account Number	Purpose	2011	2012
402.98.594.353.41.00	Professional services for projects in Fund 402	\$ 391,000	\$ 160,000
	Total Professional Services	\$ 391,000	\$ 160,000

Performance Measures

Sewer	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Improve sewer system					
Number of linear feet TV inspected	20,000	20,000	5,000	10,000	15,000
Number of linear feet of sewer pipe jet cleaned	190,000	183,000	185,000	185,000	185,000
Number of manholes cleaned	730	730	730	740	750
Capital					
Hours of 10 sewer lift stations monitoring of pump hours, start counts, and generator operation (weekly)	10	8	8	8	8
Customers					
Number of sewer customers	1,684	1,694	1,695	1,700	1,725
Number of total sewer system miles	36.90	37.40	40.00	40.20	40.30
Number of claims paid	-	-	-	-	-

DEPARTMENT: N/A
FUND: Water/Sewer Revenue Bonds

DIVISION: N/A
FUND NUMBER: 404

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.

Water/Sewer Revenue Bonds Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ 253,375	\$ 235,053	\$ 596,808	\$ 598,202	\$ 593,844	0.23%	-0.73%
EXPENDITURE TOTAL	253,375	235,053	596,808	598,202	593,844	0.23%	-0.73%

REVENUE							
Transfers In	253,375	235,053	596,808	598,202	593,844	0.23%	-0.73%
REVENUE TOTAL	\$ 253,375	\$ 235,053	\$ 596,808	\$ 598,202	\$ 593,844	0.23%	-0.73%

Summary of Budget Changes

Budget changes for the Water/Sewer Revenue Bond Fund include an increase in bond principal and decrease in bond interest.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 596,808	\$ 596,808
2011 Changes								
Increase in 1995 Revenue bond principal							15,000	
Decrease in 1995 Revenue bond interest							(15,592)	
Decrease in 2006 Revenue bond interest							(4,238)	
Budget for Indirect Cost Share							6,224	
2011 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 598,202	\$ 598,202
2012 Changes								
Increase in 2006 Revenue bond principal							20,000	
Decrease in 1995 Revenue bond interest							(20,131)	
Decrease in 2006 Revenue bond interest							(4,414)	
Increase in Indirect Cost Allocation							187	
2012 Budget Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 593,844	\$ 593,844

DEPARTMENT: Water/Sewer Utility
FUND: Bond Reserve

DIVISION: N/A
FUND NUMBER: 405

Description

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

Bond Reserve Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
00 Other	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
EXPENDITURE TOTAL	-	-	-	-	-	0.00%	0.00%

REVENUE							
Fund 405 Working Capital	393,548	411,000	411,000	411,000	411,000	0.00%	0.00%
REVENUE TOTAL	\$ 393,548	\$ 411,000	\$ 411,000	\$ 411,000	\$ 411,000	0.00%	0.00%

Goals and Accomplishments

DEPARTMENT: Parks and Recreation

FUND: Foster Golf Course

RESPONSIBLE MANAGER: Rick Still

DIVISION: 576.680/681, 594.760

FUND NUMBER: 411

POSITION: Director

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.

2009-2010 Accomplishments

- ◆ Replaced fairway sprinkler heads (500 heads). Removed old heads, re-adjusted swing joints and re-leveled site.
- ◆ Completed the rebuild of #9 Tee. Raised and re-contoured surface.
- ◆ Worked with Elite Racing as the starting line host location for the Tukwila to Seattle Rock & Roll Marathon.
- ◆ Conducted a new short game clinic for improving golf skills. Clinics were instructed by in-house golf professional.
- ◆ Developed a new speed of play program to increase course playability.

2011 Program Goals

- ◆ Increase tournament revenues.
- ◆ See advertising sponsorship for new tee marker signs.

2012 Program Goals

- ◆ Increase tournament revenues.
- ◆ See advertising sponsorship for new tee marker signs.

Foster Golf Operations
Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 672,795	\$ 739,968	\$ 769,240	\$ 802,027	\$ 826,927	4.26%	3.10%
20 Personnel Benefits	250,920	267,686	321,016	238,654	264,461	-25.66%	10.81%
30 Supplies	197,518	189,925	230,000	231,908	231,908	0.83%	0.00%
40 Other Services & Charges	181,818	308,251	316,675	293,107	285,282	-7.44%	-2.67%
50 Intergovt. Services & Taxes	7,077	68,194	6,000	72,000	73,000	1100.00%	1.39%
60 Capital Outlays	-	-	50,000	75,000	25,000	50.00%	-66.67%
00 Other	175,417	159,784	738,978	571,673	579,183	-22.64%	1.31%
EXPENDITURE TOTAL	1,485,545	1,733,808	2,431,909	2,284,369	2,285,761	-6.07%	0.06%

REVENUE							
Golf Fund 411 Working Capital	(600,439)	(22,265)	169,909	372,169	370,514	119.04%	-0.44%
Greens Fees	1,098,808	1,043,663	1,310,000	1,200,000	1,200,000	-8.40%	0.00%
Transfers-In	502,240	328,559	450,000	225,000	225,000	-50.00%	0.00%
Power Cart Rentals	192,078	186,040	186,000	195,000	195,000	4.84%	0.00%
Sales of Merchandise	170,262	157,967	170,000	128,000	130,000	-24.71%	1.56%
Concession Proceeds	50,499	19,248	120,000	120,000	120,000	0.00%	0.00%
Miscellaneous Revenue	72,097	20,596	26,000	44,200	45,247	70.00%	2.37%
REVENUE TOTAL	\$ 1,485,545	\$ 1,733,808	\$ 2,431,909	\$ 2,284,369	\$ 2,285,761	-6.07%	0.06%

Summary of Budget Changes

Budget changes for the Foster Golf Fund primarily include a decrease in advertising, equipment rental, and leases as well as an increase in interfund taxes and indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 769,240	\$ 321,016	\$ 230,000	\$ 316,675	\$ 6,000	\$ 50,000	\$ 738,978	\$ 2,431,909
2011 Changes								
Increase in Salaries and Wages	32,787							
Decrease in FICA		(9,310)						
Decrease in PERS		(16,416)						
Decrease in Industrial Insurance		(10,882)						
Decrease in Medical-GH		(395)						
Decrease in Employer contributions to Medical		(45,395)						
Increase in Uniforms		36						
Distribute central supplies budget to depts			1,908					
Increase in equipment rental replacement				7,394				
Decrease in equipment rental O&M				(19,334)				
Increase in professional services				1,000				
Decrease in advertising				(23,000)				
Decrease in rentals and leases				(16,100)				
Budget for credit card fees				26,472				
Budget for Interfund taxes					66,000			
Increase in capital purchase						25,000		
Increase in Indirect cost share							208,375	
Decrease in 2003 bond principal							(211,451)	
Decrease in 2003 bond interest							(164,229)	
2011 Budget Totals	\$ 802,027	\$ 238,654	\$ 231,908	\$ 293,107	\$ 72,000	\$ 75,000	\$ 571,673	\$ 2,284,369
2012 Changes								
Increase in Salaries and Wages	24,900							
Increase in FICA		1,770						
Increase in PERS		15,403						
Increase in Industrial Insurance		1,455						
Increase in Medical-GH		547						
Increase in Employer contributions to Medical		6,668						
Decrease in Uniforms		(36)						
Decrease in equipment rental replacement				(7,825)				
Increase in Interfund taxes					1,000			
Decrease in capital purchase						(50,000)		
Increase in Indirect cost share							6,645	
Increase in 2003 bond principal							9,067	
Decrease in 2003 bond interest							(8,202)	
2012 Budget Totals	\$ 826,927	\$ 264,461	\$ 231,908	\$ 285,282	\$ 73,000	\$ 25,000	\$ 579,183	\$ 2,285,761

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

GOLF	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Parks & Rec Director	0.25	0.25	\$ 29,634	\$ 9,092	0.25	\$ 31,854	\$ 10,238
Maint & Ops Superintendent - Golf	1	1	90,072	26,641	1	92,712	29,732
Golf Maintenance Supervisor	1	1	72,960	31,437	1	75,120	34,599
Lead Maintenance Specialist - Golf	1	1	69,456	25,125	1	71,472	27,844
Fleet Technician Golf	1	1	64,728	17,809	1	66,624	20,015
Director of Instruction - Golf	0.75	0.75	54,720	23,063	0.75	56,328	25,430
Admin Support Technician - Golf	2	2	101,752	35,071	2	107,328	39,303
Maint Specialist Golf	3	3	177,920	59,578	3	184,704	66,589
Extra Labor			133,900	10,838		133,900	10,711
Overtime			6,885	-		6,885	-
Department Total	10	10	\$ 802,027	\$ 238,654	10	\$ 826,927	\$ 264,461

Professional Contract

Professional services contracts in Foster Golf Fund include cost for utilities, equipment rental, and other professional services for both Maintenance and the Pro Shop.

Account Number	Purpose	2011	2012
411.00.576.680.41.00	Clean wash station	\$ 2,000	\$ 2,000
411.00.576.680.42.00	Homeguard Security svc, phones, phone alarm line, Ace Fire alarm center	2,700	2,700
411.00.576.680.43.00	Meals, mileage, parking for professional development travel	750	750
411.00.576.680.45.00	Mountain Mist water, portable toilet rentals, short term rental equipment	3,500	3,500
411.00.576.680.45.94	Equipment Replacement Fund	57,975	50,150
411.00.576.680.45.95	Equipment O & M	47,000	47,000
411.00.576.680.46.00	Insurance allocations WCIA	15,195	15,195
411.00.576.680.47.00	Puget Sd Energy - pump stations, water-course restrms, maintenance shed	10,000	10,000
411.00.576.680.47.01	SSWM charges	12,000	12,000
411.00.576.680.47.09	Puget Sound Energy, City water utility-wash bay and maintenance bldg	4,000	4,000
411.00.576.680.48.00	Pacific Parking Lot Maintenance, fire alarm test, misc. repairs	10,000	10,000
411.00.576.680.48.01	Professional Tree Removal	10,000	10,000
411.00.576.680.48.03	Repair - pump station and river pump, 9th fairway pump station	2,500	2,500
411.00.576.680.49.00	Memberships, uniform cleaning, prof dev, WWGCSA mem, WSDA cert.	5,000	5,000
411.00.576.680.49.01	Blood borne pathogens testing and immunizations	250	250
	Total General Operations Professional Services	\$ 182,870	\$ 175,045

Professional Contract - continued

Account Number	Purpose	2011	2012
411.00.576.681.41.00	Fire/emergency testing	\$ 800	\$ 800
411.00.576.681.41.00	Confidents, wet and dry	1,000	1,000
411.00.576.681.41.00	SZEN annual support-Online Tee Reservation	1,500	1,500
411.00.576.681.41.00	Advertising and artwork	500	500
411.00.576.681.41.00	Orbit: Webpage	1,800	1,800
411.00.576.681.41.00	Water fowl program	1,850	1,850
411.00.576.681.41.00	Miscellaneous expenses	550	550
411.00.576.681.42.00	Qwest Communications and Comcast	7,000	7,000
411.00.576.681.43.00	Meals, mileage, parking for professional development related travel	500	500
411.00.576.681.44.00	Yellow Pages	665	665
411.00.576.681.44.00	Print advertisement	5,000	5,000
411.00.576.681.44.00	Miscellaneous advertising expenses	1,335	1,335
411.00.576.681.45.00	Special event daily fleet rental	1,000	1,000
411.00.576.681.47.00	City Light, Puget Sound Energy, Sound Security	38,765	38,765
411.00.576.681.48.00	Cart repair and maintenance	4,000	4,000
411.00.576.681.48.00	Water feature	700	700
411.00.576.681.48.00	Carpet and awning cleaning	2,500	2,500
411.00.576.681.48.00	Clubhouse oil separator	1,600	1,600
411.00.576.681.48.00	Building repair and window washing	2,200	2,200
411.00.576.681.48.00	HVC maintenance contract	2,500	2,500
411.00.576.681.49.00	Memberships - Nat'l Golf Foundation, PGA , PNGA, UAGA	1,800	1,800
411.00.576.681.49.00	Cintas mat/laundry svc, tobacco license, professional development, misc.	3,200	3,200
411.00.576.681.49.01	Printing of score cards, brochures, forms	3,000	3,000
411.00.576.681.49.08	PPI credit card fees	26,472	26,472
	Total Pro-Shop Professional Services	\$ 110,237	\$ 110,237
	Total Golf Professional Services	\$ 293,107	\$ 285,282

Goals and Accomplishments

DEPARTMENT: Public Works

FUND: Surface Water

RESPONSIBLE MANAGER: Bob Giberson

DIVISION: 01/02/98

FUND NUMBER: 412

POSITION: Director

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.

2009-2010 Accomplishments

- ◆ Completed Small Drainage Project identified on the approved list for 2009-2010.
- ◆ Provided field support to Engineering for GIS inventory.
- ◆ Investigated through usage of TV, GIS, and flushing tasks to find unmapped systems.

2011 Program Goals

- ◆ Complete Small Drainage Projects identified on the approved list for 2011.
- ◆ Provide field support to Engineering for GIS inventory.
- ◆ Investigate through usage of TV, GIS, and flushing tasks to find unmapped systems.
- ◆ 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.
- ◆ Complete and adopt the Surface Water Comprehensive Plan.
- ◆ Begin construction of Storm Lift Station #15 improvements.
- ◆ River Valley support with neighboring jurisdictions and King County to maintain the advanced measures against potential flooding as a result of the Howard Hanson Dam Flood Response Plan.

2012 Program Goals

- ◆ Complete Small Drainage Projects identified on the approved list for 2012.
- ◆ Continue adoption and repair of the private storm systems that have been identified.
- ◆ River Valley support with neighboring jurisdictions and King County for the possible removal of the advanced measures against potential flooding as a result of the Howard Hanson Dam Flood Response Plan.
- ◆ Complete construction of Storm Lift Station #15 improvements.
- ◆ Begin Christensen Road Pipe Replacement Project.

*Surface Water Operations & Maintenance
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 410,538	\$ 476,313	\$ 502,143	\$ 534,894	\$ 553,234	6.52%	3.43%
20 Personnel Benefits	187,491	227,849	268,861	213,679	235,803	-20.52%	10.35%
30 Supplies	60,707	38,167	43,955	45,130	45,130	2.67%	0.00%
40 Other Services & Charges	139,766	108,717	186,837	203,084	204,153	8.70%	0.53%
50 Intergovt. Services & Taxes	32,370	415,440	343,000	363,000	396,000	5.83%	9.09%
00 Other	590,839	590,888	375,815	207,441	213,664	-44.80%	3.00%
EXPENDITURE TOTAL	1,421,711	1,857,374	1,720,611	1,567,228	1,647,984	-8.91%	5.15%

REVENUE							
Surface Water Fund 412	1,421,711	1,857,374	1,720,611	1,567,228	1,647,984	-8.91%	5.15%
REVENUE TOTAL	\$ 1,421,711	\$ 1,857,374	\$ 1,720,611	\$ 1,567,228	\$ 1,647,984	-8.91%	5.15%

Summary of Budget Changes

Budget changes for the Surface Water Fund primarily include a decrease in waste materials disposal and increase in interfund taxes and indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 502,143	\$ 268,861	\$ 43,955	\$ 186,837	\$ 343,000	\$ -	\$ 375,815	\$1,720,611
2011 Changes								
Increase in Salaries and Wages	32,751							
Decrease in FICA		(430)						
Decrease in PERS		(5,789)						
Increase in Industrial Insurance		1,250						
Decrease in Medical-GH		(117)						
Decrease in Employer contributions to Medical		(50,096)						
Distribute central supplies budget to depts			1,175					
Increase in equipment rental replacement				6,111				
Increase in equipment rental O&M				7,951				
Decrease in waste materials disposal				(15,000)				
Budget for storm filter cleaning				15,000				
Budget for credit card fees				2,185				
Increase in Interfund taxes					20,000			
Decrease in indirect cost allocation							(168,374)	
2011 Budget Totals	\$ 534,894	\$ 213,679	\$ 45,130	\$ 203,084	\$ 363,000	\$ -	\$ 207,441	\$1,567,228

Summary of Budget Changes – continued

2012 Changes								
Increase in Salaries and Wages	18,340							
Increase in FICA		1,404						
Increase in PERS		11,661						
Increase in Industrial Insurance		1,412						
Increase in Medical-GH		425						
Increase in Employer contributions to Medical		7,222						
Increase in equipment rental replacement				1,069				
Increase in Interfund taxes					33,000			
Increase in indirect cost allocation							6,223	
2012 Budget Totals	\$ 553,234	\$ 235,803	\$ 45,130	\$ 204,153	\$ 396,000	\$ -	\$ 213,664	\$1,647,984

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010	2011	2011 Budgeted		2012	2012 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Maint & Ops Superintendent	0.5	0.5	\$ 45,336	\$ 14,430	0.5	\$ 46,656	\$ 16,059
Maint & Ops Foreman	1.5	1.5	109,872	38,758	1.5	113,164	42,999
Maint & Ops Specialist	5.5	5.5	347,328	160,491	5.5	361,056	176,745
Extra Labor			23,000	-		23,000	-
Overtime			9,358	-		9,358	-
Department Total	7.5	7.5	\$534,894	\$213,679	7.5	\$553,234	\$235,803

Professional Contract

Professional services contracts in the Surface Water division include storm pump station maintenance and repair.

Account Number	Purpose	2011	2012
412.01.538.380.41.00	Engineering services and surveying	\$ 2,000	\$ 2,000
412.01.538.380.41.01	Utility one call services	370	370
412.01.538.380.41.02	CDLs hearing and physcials	1,200	1,200
412.01.538.380.42.00	Phone bills and Nextels	2,000	2,000
412.01.538.380.43.00	Mileage, meals and parking	2,000	2,000
412.01.538.380.44.00	Advertising for seasonal help and replacement help	500	500
412.01.538.380.45.00	Rentals of trackhoes, backhoes, loaders, forklifts, and surface water supplies	5,000	5,000
412.01.538.380.45.94	Equipment Replacement	30,569	31,638
412.01.538.380.45.95	Equipment O & M and equipment rental fuel costs	60,000	60,000
412.01.538.380.46.00	Insurance allocations WCIA	15,195	15,195
412.01.538.380.47.00	Electrical, gas, water and sewer utilities for storm lift stations	16,500	16,500
412.01.538.380.47.01	Hauling dirt to Pacific topsoils, asphalt & concrete disposal, garbage disp.	30,000	30,000
412.01.538.380.47.02	Electrical service	100	100
412.01.538.380.47.03	Storm filter cleaning	15,000	15,000
412.01.538.380.48.00	Storm pump station repairs by outside vendors	9,965	9,965
412.01.538.380.48.02	Storm pump station telementry repairs for alarm monitoring	4,000	4,000
412.01.538.380.49.00	Reg, tuition, memberships, software upgrades, publications & subscriptions	4,000	4,000
412.01.538.380.49.01	King County recording lien fees for delinquent surface water bills	2,500	2,500
412.01.538.380.49.08	PPI credit card fees	2,185	2,185
	Total Professional Services	\$ 203,084	\$ 204,153

*Surface Water Capital Outlays
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 107,189	\$ 164,342	\$ 205,373	\$ 192,543	\$ 202,587	-6.25%	5.22%
20 Personnel Benefits	34,188	54,752	110,801	62,889	70,641	-43.24%	12.33%
30 Supplies	7,822	630	-	391	391	0.00%	0.00%
40 Other Services & Charges	146,996	184,124	435,000	651,000	400,000	49.66%	-38.56%
60 Capital Outlays	6,803		575,000	1,434,000	1,137,000	149.39%	-20.71%
00 Other	37,708	38,172	378,968	369,572	317,068	-2.48%	-14.21%
EXPENDITURE TOTAL	340,706	442,020	1,705,142	2,710,395	2,127,687	58.95%	-21.50%

REVENUE							
Surface Water Fund 412	(1,125,888)	(557,170)	253,753	762,737	60,271	200.58%	-92.10%
Surface Water Fees	1,118,468	689,865	1,321,389	1,754,772	2,006,016	32.80%	14.32%
NPDES State Grant	74,970	30	-	118,000	-	0.00%	-100.00%
KC Dept of Natural Rsrcs and Park	-	87,823	-	13,670	-	0.00%	-100.00%
KCFCZD-Opportunity Funds	-	-	-	44,000	44,000	0.00%	0.00%
Miscellaneous Revenue	273,156	221,472	130,000	17,216	17,400	-86.76%	1.07%
REVENUE TOTAL	\$ 340,706	\$ 442,020	\$ 1,705,142	\$ 2,710,395	\$ 2,127,687	58.95%	-21.50%

Summary of Budget Changes

Budget changes for the Surface Water Fund primarily include an increase in design, land and construction costs in 2011 and a decrease in 2012.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 205,373	\$ 110,801	\$ -	\$ 435,000	\$ -	\$ 575,000	\$ 378,968	\$1,705,142
2011 Changes								
Decrease in Salaries and Wages	(12,830)							
Decrease in FICA		(1,404)						
Decrease in PERS		(3,401)						
Decrease in Industrial Insurance		(874)						
Increase in Medical-GH		342						
Decrease in Employer contributions to Medical		(42,575)						
Distribute central supplies budget to depts			391					
Increase in professional services				216,000				
Increase in land acquisition						40,000		
Increase in construction						819,000		
Decrease in PW-5-90-280-ELP-064 Principal							(7,369)	
Decrease in PW-5-90-280-ELP-064 Interest							(185)	
Increase in PW-04-691-070 Principal							1	
Increase in Revenue Bonds Principal							600	
Decrease in PW-5-91-280-064 Interest							(509)	
Decrease in PW-04-691-069 Interest							(186)	
Decrease in PW-04-691-070 Interest							(1,111)	
Decrease in PW-01-691-064 Val Vue Interest							(58)	
Decrease in Revenue Bonds Interest							(578)	
Decrease in 06 Rev Bond Debt Issue Amort.							(1)	
2011 Budget Totals	\$ 192,543	\$ 62,889	\$ 391	\$ 651,000	\$ -	\$ 1,434,000	\$ 369,572	\$2,710,395
2012 Changes								
Increase in Salaries and Wages	10,044							
Increase in FICA		769						
Increase in PERS		4,668						
Increase in Industrial Insurance		220						
Increase in Medical-GH		204						
Increase in Employer contributions to Medical		1,891						
Decrease in professional services				(251,000)				
Remove budget for land purchase						(40,000)		
Decrease in Construction						(257,000)		
Decrease in PW-5-91-280-064 Principal							(50,893)	
Increase in Revenue Bonds Principal							600	
Decrease in PW-5-91-280-064 Interest							(255)	
Decrease in PW-04-691-069 Interest							(186)	
Decrease in PW-04-691-070 Interest							(1,110)	
Decrease in PW-01-691-064 Val Vue Interest							(58)	
Decrease in Revenue Bonds Interest							(602)	
2012 Budget Totals	\$ 202,587	\$ 70,641	\$ 391	\$ 400,000	\$ -	\$ 1,137,000	\$ 317,068	\$2,127,687

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Senior Engineer	1	1	\$ 106,392	\$ 32,405	1	\$ 109,560	\$ 36,149
Engineer (NPDES Coord)	1	1	83,856	30,484	1	90,732	34,492
Overtime			2,295	-		2,295	-
Department Total	2	2	\$ 192,543	\$ 62,889	2	\$ 202,587	\$ 70,641

Professional Contract

Professional services contracts in the Surface Water division include design and construction management services for capital projects.

Account Number	Purpose	2011	2012
412.98.594.382.41.00	Professional services for projects in Fund 412	\$ 651,000	\$ 400,000
	Total Professional Services	\$ 651,000	\$ 400,000

Performance Measures

Surface Water	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Improve surface water system					
Number of linear feet TV inspected	15,000	15,000	5,000	10,000	15,000
Number of linear feet of storm lines cleaned	15,000	15,000	16,000	16,000	16,000
Number of linear feet of ditches cleaned	3,500	3,500	2,500	3,000	3,000
Number of manholes/catch basins/or stormceptors cleaned	1,400	1,400	1,450	1,500	1,500
Number of times cleaned four water quality ponds	once/year	once/year	once/year	once/year	once/year
Capital					
Hours of 5 storm lift stations monitoring of pump hours, start counts, and generator operation (weekly)	5	4	4	4	4
NPDES (National Pollutant Discharge Elimination System)					
Number of illicit discharge events	N/A	12	15	13	13
Number vehicles washed using the SudsSafe Car Wash	N/A	49	322	350	350
Customers					
Number of surface water customers	5,164	5,204	5,220	5,250	5,260
Number of total drainage system miles	67.00	68.75	69.00	70.00	71.00
Number of claims paid	0	0	0	0	0



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Goals and Accomplishments

DEPARTMENT: Public Works

FUND: Equipment Rental

RESPONSIBLE MANAGER: Bob Giberson

DIVISION: 501.01, 501.02

FUND NUMBER: 501

POSITION: Director

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 161 vehicles and 166 other pieces of equipment.

2009-2010 Accomplishments

- ◆ Completed 85 percent of the 2009 budget capital equipment purchases by June 30.
- ◆ Returned 100 percent of vehicles for preventive maintenance and checkup within the 30-day timeframe.
- ◆ Completed the Vehicle Procurement and Replacement Policy.
- ◆ Completed City Vehicle/Equipment Usage Policy.
- ◆ Implemented an annual report, *Condition of the City's Fleet Report*.

2011 Program Goals

- ◆ Utilize fleet management database to recommend a 10 percent reduction in the City's fleet costs.
- ◆ Implement the Vehicle Procurement and Replacement Policy.
- ◆ Implement the City Vehicle/Equipment Usage Policy.
- ◆ Complete by April 30, the *Condition of the City's Fleet Report*.

2012 Program Goals

- ◆ Utilize fleet management database to recommend a 10 percent reduction in the City's fleet costs.
- ◆ Analyze effectiveness of Idle Policy contained in City Vehicle/Equipment Usage Policy.
- ◆ Complete by April 30, the *Condition of the City's Fleet Report*.

*Equipment Rental Fund-Operations & Maintenance
Expenditure & Revenue Summary*

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
10 Salaries & Wages	\$ 277,919	\$ 319,992	\$ 332,894	\$ 350,425	\$ 363,991	5.27%	3.87%
20 Personnel Benefits	125,971	149,757	164,420	137,586	152,502	-16.32%	10.84%
30 Supplies	615,362	512,290	693,500	694,479	694,479	0.14%	0.00%
40 Other Services & Charges	147,387	178,465	168,258	190,042	187,360	12.95%	-1.41%
60 Capital Outlays	-	-	391,300	651,100	322,000	66.39%	-50.55%
00 Other	710,410	736,332	199,734	208,979	215,248	4.63%	3.00%
EXPENDITURE TOTAL	1,877,049	1,896,836	1,950,106	2,232,611	1,935,580	14.49%	-13.30%

REVENUE							
Equipment Rental Fund Balance	(604,217)	(124,340)	(704,724)	(110,129)	(430,446)	-84.37%	290.86%
Vehicle/Equipment Repair	927,961	982,963	1,346,469	1,099,806	1,099,806	-18.32%	0.00%
Equip Replacement-Depreciation	710,410	375,509	784,361	754,515	777,801	-3.81%	3.09%
Fuel Sales	402,731	337,787	474,000	474,000	474,000	0.00%	0.00%
Miscellaneous Revenue	440,164	324,917	50,000	14,419	14,419	-71.16%	0.00%
REVENUE TOTAL	\$ 1,877,049	\$ 1,896,836	\$ 1,950,106	\$ 2,232,611	\$ 1,935,580	14.49%	-13.30%

Summary of Budget Changes

Budget changes for the Equipment Rental Fund primarily include an increase in equipment rental O&M and indirect cost share and a decrease in equipment rental replacement funding.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ 332,894	\$ 164,420	\$ 693,500	\$ 168,258	\$ -	\$ 391,300	\$ 199,734	\$ 1,950,106
2011 Changes								
Increase in Salaries and Wages	17,531							
Increase in FICA		309						
Decrease in PERS		(3,394)						
Increase in Industrial Insurance		1,277						
Decrease in Medical-GH		(679)						
Decrease in Employer contributions to Medical		(24,347)						
Distribute central supplies budget to depts			979					
Decrease in equipment rental replacement				(3,622)				
Increase in equipment rental O&M				25,406				
Increase in capital purchases						259,800		
Increase in indirect cost allocation							9,245	
2011 Budget Totals	\$ 350,425	\$ 137,586	\$ 694,479	\$ 190,042	\$ -	\$ 651,100	\$ 208,979	\$ 2,232,611
2012 Changes								
Increase in Salaries and Wages	13,566							
Increase in FICA		1,038						
Increase in PERS		7,964						
Increase in Industrial Insurance		942						
Increase in Medical-GH		856						
Increase in Employer contributions to Medical		4,116						
Decrease in equipment rental replacement				(2,682)				
Decrease in capital purchases						(329,100)		
Increase in indirect cost allocation							6,269	
2012 Budget Totals	\$ 363,991	\$ 152,502	\$ 694,479	\$ 187,360	\$ -	\$ 322,000	\$ 215,248	\$ 1,935,580

Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 89,184	\$ 27,998	1	\$ 91,836	\$ 31,229
Fleet Technician	4	4	250,094	109,588	4	261,008	121,273
Extra Labor			10,000	-		10,000	-
Overtime			1,147	-		1,147	-
Department Total	5	5	\$ 350,425	\$ 137,586	5	\$ 363,991	\$ 152,502

Professional Contract

Professional services contracts in the Equipment Rental Fund include phone charges, equipment replacement and rental costs, training, and drug screenings.

Account Number	Purpose	2011	2012
501.01.548.650.41.00	Professional Services - DOT health exams, drug screening, audiology tests	\$ 550	\$ 550
501.01.548.650.42.00	Phone charges, Nextels, and UPS shipping fees	2,000	2,000
501.01.548.650.45.94	Equipment Replacement	14,675	11,993
501.01.548.650.45.94	Equipment O & M	25,406	25,406
501.01.548.650.46.00	Insurance - Liability and property program assessment allocation to WCIA	10,130	10,130
501.01.548.650.48.00	Fleet repairs by outside vendors	130,781	130,781
501.01.548.650.49.00	Reg., trng, memberships, laundry svc, vehicle lic., sub.	6,500	6,500
	Total Professional Services	\$ 190,042	\$ 187,360

Performance Measures

Equipment Rental (Fleet)	2008 Actual	2009 Actual	2010 Estimated	2011 Projection	2012 Projection
Improve fleet service					
% of vehicles returned for preventive maintenance and checkup within 30 day time-frame	100%	100%	100%	100%	100%
% of safety vehicles (Police & Fire) available for use	99.99%	99.97%	99.99%	99.99%	99.99%
Gallons of Fuel Consumed	128,076	130,472	133,081	135,500	138,210
Number of Accidents	65	60	60	60	60
Capital					
Number of new patrol cars purchased	5	0	6	9	0
Average Age of Fleet	12 years	11 years	11 years	10 years	10 years
Inventory					
Number of passenger vehicles	177	171	154	154	154
Number of motorcycles	8	8	7	7	7
Number of pieces of heavy equipment (dump trucks, etc)	38	36	34	35	35
Number of miscellaenous equipment (mowers, etc)	141	135	130	131	131

NEW & REPLACEMENT PURCHASES IN 2011-2012

DESCRIPTION		UNIT #	EST. COST	PURCHASE YEAR	REPLACEMENT YEAR	UNIT
POLICE:						
1	Patrol Car	1117	\$ 53,000	2011	2014	Patrol Car
2	Patrol Car	1716	53,000	2011	2014	Patrol Car
3	Patrol Car	1718	53,000	2011	2014	Patrol Car
4	Patrol Car	1719	53,000	2011	2015	Patrol Car
5	Patrol Car	1720	53,000	2011	2015	Patrol Car
6	Patrol Car	1721	53,000	2011	2015	Patrol Car
7	Patrol Car	1127	53,000	2011	2015	Patrol Car
8	Patrol Car, K-9	1722	57,000	2011	2015	Patrol Car, K-9
9	Patrol Car, K-9	1728	57,000	2011	2015	Patrol Car, K-9
10	Detective Admin Sedan	1145	25,000	2012	2019	Detective Admin Sedan
11	Detective Admin Sedan	1157	25,000	2012	2019	Detective Admin Sedan
12	Major Crimes ER Adm Sedan	1122	27,000	2012	2019	Mjr Crms ER Adm Sedan
13	Major Crimes ER Admin Sedan	1163	27,000	2012	2019	Mjr Crms ER Adm Sedan
FIRE:						
14	Command Car, BC	1281	85,000	2012	2019	Command Car, BC*
* Note: Per TMC 3.80, FD must fund cost above 10% variance (estimated to be approx. \$41,200)						
STREET:						
15	Lift Truck (Manlift)	1278	90,000	2012	2022	Lift Truck (Manlift)
PARKS:						
16	½-Ton Pickup	1205	28,000	2012	2019	¾-Ton Pickup
TOTAL BUDGETED PURCHASES			\$ 792,000			
BUDGETED CARRYOVERS						
17	Utility vehicle w/ Spray Tank	1653	\$63,600	2011	2021	Utlty veh w/ Spray Tank
18	Paint Striper	1445	80,000	2011	2021	Paint Striper
19	Arrowboard	1427	7,500	2011	2018	Arrowboard
20	TBD					
TOTAL CARRYOVERS			\$ 151,100			
GRAND TOTAL			\$ 943,100			

DEPARTMENT: Finance
FUND: Insurance
RESPONSIBLE MANAGER: Shawn Hunstock

DIVISION: N/A
FUND NUMBER: 502
POSITION: Director

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.

Insurance Fund Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
20 Personnel Benefits	\$ 4,377,580	\$ 3,819,102	\$ 5,719,830	\$ 4,100,000	\$ 4,400,000	-28.32%	7.32%
30 Supplies	20,291	-	-	-	-	0.00%	0.00%
40 Other Services & Charges	18,581	68,326	45,500	45,500	45,500	0.00%	0.00%
00 Other	-	-	-	110,241	113,548	0.00%	3.00%
EXPENDITURE TOTAL	4,416,452	3,887,428	5,765,330	4,255,741	4,559,048	-26.18%	7.13%

REVENUE							
Insurance Fund 502 Balance	(664,292)	(1,753,068)	(627,401)	68,180	114,480	-110.87%	67.91%
Trust Contributions	4,924,594	5,547,100	6,300,731	4,110,708	4,367,715	-34.76%	6.25%
Voluntary Contributions	43,466	28,836	42,000	32,000	32,000	-23.81%	0.00%
Mandatory Contributions	29,396	26,928	25,000	28,000	28,000	12.00%	0.00%
Miscellaneous Revenue	83,288	37,632	25,000	16,853	16,853	-32.59%	0.00%
REVENUE TOTAL	\$ 4,416,452	\$ 3,887,428	\$ 5,765,330	\$ 4,255,741	\$ 4,559,048	-26.18%	7.13%

Summary of Budget Changes

Budget changes for the Insurance Fund primarily include a decrease in healthcare contributions in 2011 and an increase in indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ 5,719,830	\$ -	\$ 45,500	\$ -	\$ -	\$ -	\$ 5,765,330
2011 Changes								
Decrease in self insured health care		\$(1,619,830)						
Budget for indirect cost share							110,241	
2011 Budget Totals	\$ -	\$ 4,100,000	\$ -	\$ 45,500	\$ -	\$ -	\$ 110,241	\$ 4,255,741
2012 Changes								
Increase in self insured health care		\$ 300,000						
Increase in indirect cost share							3,307	
2012 Budget Totals	\$ -	\$ 4,400,000	\$ -	\$ 45,500	\$ -	\$ -	\$ 113,548	\$ 4,559,048

Salaries and Benefits

Benefits are based on 21.9% decrease in healthcare contributions for 2011 and 6% increase for 2012.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Healthcare Benefits			\$ -	\$ 4,100,000		\$ -	\$ 4,400,000
Department Total	-	-	\$ -	\$ 4,100,000	-	\$ -	\$ 4,400,000

Professional Contract

Account Number	Purpose	2011	2012
502.00.517.370.41.00	Broker Fee	\$ 25,000	\$ 25,000
502.00.517.370.49.00	Self-insured audit, plan document changes, etc.	2,500	2,500
502.00.517.900.49.01	Wellness Program	18,000	18,000
	Total Professional Services	\$ 45,500	\$ 45,500

DEPARTMENT: Finance
FUND: Insurance
RESPONSIBLE MANAGER: Shawn Hunstock

DIVISION: N/A
FUND NUMBER: 503
POSITION: Director

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.

Insurance LEOFF 1 Fund Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
20 Personnel Benefits	\$ 388,680	\$ 304,746	\$ 659,530	\$ 659,530	\$ 659,530	0.00%	0.00%
40 Other Services & Charges	6,325	7,676	13,000	13,000	13,000	0.00%	0.00%
00 Other	-	-	-	9,704	9,995	0.00%	3.00%
EXPENDITURE TOTAL	395,005	312,422	672,530	682,234	682,525	1.44%	0.04%

REVENUE							
Insurance LEOFF 1 Fund Balance	(189,866)	(306,211)	(112,993)	103,194	103,485	-191.33%	0.28%
Trust Contributions	557,103	607,510	765,523	575,000	575,000	-24.89%	0.00%
Miscellaneous Revenue	27,768	11,123	20,000	4,040	4,040	-79.80%	0.00%
REVENUE TOTAL	\$ 395,005	\$ 312,422	\$ 672,530	\$ 682,234	\$ 682,525	1.44%	0.04%

Summary of Budget Changes

Budget changes for the Insurance LEOFF 1 Fund includes an increase in indirect cost share.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ 659,530	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ 672,530
2011 Changes								
Increase in City-wide indirect cost							9,704	
2011 Budget Totals	\$ -	\$ 659,530	\$ -	\$ 13,000	\$ -	\$ -	\$ 9,704	\$ 682,234
2012 Changes								
Increase in City-wide indirect cost							291	
2012 Budget Totals	\$ -	\$ 659,530	\$ -	\$ 13,000	\$ -	\$ -	\$ 9,995	\$ 682,525

Salaries and Benefits

Benefits are based on actual costs for existing positions.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
LEOFF I Benefits			\$ -	\$ 659,530		\$ -	\$ 659,530
Department Total	-	-	\$ -	\$ 659,530	-	\$ -	\$ 659,530

Professional Contract

Account Number	Purpose	2011	2012
503.00.517.370.41.00	Broker Fee	\$ 3,000	\$ 3,000
503.00.517.370.49.00	Actuary study for GASB 45	10,000	10,000
	Total Professional Services	\$ 13,000	\$ 13,000



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DEPARTMENT: N/A
FUND: Firemen's Pension
RESPONSIBLE MANAGER: Shawn Hunstock

DIVISION: N/A
FUND NUMBER: 611
POSITION: Director

Description

This fund essentially exists to support eleven (11) firefighters who qualify for a City pension system prior to 1971.

Firemen's Pension Fund Expenditure & Revenue Summary

Object Description	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET	2012 BUDGET	2010-11 % change	2011-12 % change
20 Personnel Benefits	\$ 47,451	\$ 48,816	\$ 45,000	\$ 45,000	\$ 45,000	0.00%	0.00%
40 Other Services & Charges	1,841	18,425	1,000	21,000	21,000	2000.00%	0.00%
EXPENDITURE TOTAL	49,292	67,241	46,000	66,000	66,000	43.48%	0.00%

REVENUE							
Firemen's Pension Fund Balance	(45,242)	7,835	(33,000)	12,128	12,128	-136.75%	0.00%
Fire Insurance Premium Tax	52,571	48,537	54,000	50,000	50,000	-7.41%	0.00%
Miscellaneous Revenue	41,963	10,869	25,000	3,872	3,872	-84.51%	0.00%
REVENUE TOTAL	\$ 49,292	\$ 67,241	\$ 46,000	\$ 66,000	\$ 66,000	43.48%	0.00%

Summary of Budget Changes

Budget changes for the Firemen's Pension Fund includes an increase in professional services in 2011.

	10-Salaries	20-Benefits	30-Supplies	40-Prof. Serv.	50-Intergov	60-Capital	Other	Total
2010 Budget	\$ -	\$ 45,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 46,000
2011 Changes								
Increase in professional services				20,000				
2011 Budget Totals	\$ -	\$ 45,000	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ 66,000
2012 Budget Totals	\$ -	\$ 45,000	\$ -	\$ 21,000	\$ -	\$ -	\$ -	\$ 66,000

Salaries and Benefits

Benefits are based on actual costs of excess retirement for existing positions.

PERSONNEL	2010 FTE	2011 FTE	2011 Budgeted		2012 FTE	2012 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Firemen's Pension Benefits			\$ -	\$ 45,000		\$ -	\$ 45,000
Department Total	-	-	\$ -	\$ 45,000	-	\$ -	\$ 45,000

Professional Contract

Account Number	Purpose	2011	2012
611.00.522.200.41.00	Professional Services	\$ 20,000	\$ 20,000
611.00.522.200.49.00	Miscellaneous expenses	1,000	1,000
	Total Professional Services	\$ 21,000	\$ 21,000



City of Tukwila
Washington

2011 - 2016

**Financial Planning Model
and
Capital Improvement Program**

Adopted
December 6, 2010



City of Tukwila

6200 Southcenter Boulevard Tukwila, Washington 98188

Jim Haggerton, Mayor

To: City Council & Citizens
From: Mayor Jim Haggerton
Date: October 4, 2010
Subject: Proposed 2011-2016 Financial Planning Model and Capital Improvement Program

I am submitting for your review the six-year Financial Planning Model and Capital Improvement Program for 2011 - 2016. These plans form the basis for the biennial budget for 2011-2012.

The Financial Planning Model (Attachment A) summarizes the general government revenues, operations & maintenance, debt and capital expenditures. Attachments B and C provide a greater level of detail for the anticipated operations and maintenance and capital expenditures respectively.

GENERAL REVENUES

The region and the state have seen dramatic declines in revenue from various sources since 2007. Consumer confidence still has not rebounded, and for the first time in a long time, people are saving more than they are spending. For cities like Tukwila, this has resulted in a decline in major sources of revenue.

Sales Taxes – Sales tax is our largest revenue source. At this juncture in the year, 2010 sales tax collections are running 5.99% behind 2009 and 25.29% behind the 2008 revenue. The City has received nearly \$1.3 million in sales tax mitigation from the Department of Revenue, which has offset some of the decline in sales tax receipts. We are projecting a 2.10% decline in sales tax revenue for 2011, increases of 1.50% annually for 2012-2014, and back to typical increases of 3.00% for 2015-2016.

The Streamlined Sales Tax Initiative (SSTI) continues to be a key issue. Although the City has received mitigation money, the timing of the start of SSTI occurred at the same time that we saw declines in sales tax receipts and overall consumer spending. As mentioned previously, the City has had a substantial decline in sales tax revenue this year. It has been difficult to isolate the decline in economic activity from declines related to SSTI. The City was projected by the Association of Washington Cities to be negatively impacted by more than \$3 million. The mitigation we have received is significantly less than the AWC estimate. It appears the cause of the difference is a general decline in consumer spending at businesses within the City.

Property Taxes – The 1% limitation is still the most revenue restrictive element of the general revenue base. The limitation has taken roughly \$500,000 out of the City's coffers on an annual basis. Accordingly, other revenue categories must make up the difference in order to achieve the overall 3% growth target.

Combined with new construction as the foundation for annual growth, we are anticipating a growth rate of 2.5% for 2011-2016. The expected increases relate to increases in the City's levy rate, as well as increases from new construction and tenant improvements.

Utility Taxes – The utility tax rate is 6% for external (non-City run) utilities. The City recently enacted a solid waste utility tax in an effort to address revenue shortfalls in certain areas and unexpected costs in other areas. The City also enacted a utility tax on the City operated utility funds (water, sewer and surface water utilities).

Other Revenues – The City enacted a revenue generating regulatory license (RGRL) fee during 2010. This is expected to generate approximately \$2 million per year in revenue. The remaining General revenues are gambling taxes, permit fees, court fees, charges for services, and recreation program fees. Permit fees are expected to show modest growth starting in 2011 as a result of various development projects.

UTILITY REVENUES

Water - Revenues continue to remain flat. Cascade Water Alliance (CWA) has increased the cost of purchased water and administrative dues for 2011 by 5.8%. We are proposing a 10% rate increase in 2011 to incorporate CWA's increases and the cost of the City's infrastructure. A 10% increase is also proposed for years 2012 through 2016. These rate increases are necessary to keep the fund stable and incorporate CWA's capital costs in the future.

Sewer - King County Sewer Metro will have a rate increase of 13.17% in 2011. To maintain our current level of service, a 20% rate increase has been factored into the six-year Sewer Plan for 2011 through 2015 and a 15% increase in 2016. The capital program for the sewer fund continues to be severely reduced in order to build up reserves.

Surface Water – The six-year plan requires several rate increases to compensate for rising costs. We have proposed rate increases of 10% in 2011 through 2013 and 5% increases for years 2014 through 2016. A new Engineering position was added in 2009 to accommodate NPDES requirements. Our surface water fees remain significantly lower than neighboring jurisdictions.

CAPITAL EFFORTS – GENERAL

Below are the significant new elements of the Proposed 2011-2016 CIP document.

Residential	There is now \$3,950,000.00 programmed in 2011 – 2016 for residential street improvements on 42 nd Ave S and 53 rd Ave S.
Bridges	There is \$145,000 programmed in 2011 for annual bridge repairs and inspections. We have also included design funds for the Boeing Access Rd Bridge if grant funding is successful.
Arterial Streets	The major changes are: <ol style="list-style-type: none">1. Southcenter Parkway Extension began construction in 2010 that will continue through 2011.2. Tukwila Urban Center Access (Klickitat) Project should begin construction in 2010 that will also continue through 2011.

CAPITAL EFFORTS – GENERAL CONTINUED

	<ol style="list-style-type: none">3. Tukwila International Blvd Phase II and III from S 116th Way to S 138th were completed on schedule and under budget. We have a small amount budgeted in 2011 for any final closeout costs.4. Annual overlay was increased in 2012 through 2016.
Parks & Recreation	Codiga Park was completed on schedule and under budget. Duwamish River Hill Preserve and Duwamish Gardens are scheduled for improvements in 2011 and 2012.
Facilities	Tukwila Village has the demolition of the Mexican restaurant scheduled in 2011. The South County Regional Jail bond issue was completed in 2010.
Emergency Mgmt	The Howard Hanson Dam Flood Response Plan has \$2 million budgeted in Attachment A for removing the emergency flood measures and restoring the trail.
Water	A significant water line replacement project is planned for Andover Park East. We also identify the Highline Water District improvements for the Southcenter Pkwy Extension project as it is included in our roadway contract with an Interlocal agreement for full reimbursement.
Sewer	Interurban Ave S Gravity Sewer is scheduled for 2011 along with the sewer improvements included with the Southcenter Parkway Extension Project.
Surface Water	Projects include the ongoing Small Drainage Program, the adoption of some private storm systems, the GIS Inventory, and finalizing the Surface Water Comprehensive Plan that began in 2010.

SUMMARY

Generally, we will be able to meet the operations and maintenance requirements of the City as well as the base capital needs. The outcome of the items listed below will have an impact on the general government as well as the enterprise funds ability to meet program goals:

- Actual growth of the “Tukwila” economy.
- Operations & maintenance cost exceeding 4% growth, i.e. controlling costs.
- Ability to get Federal and State grants for the large infrastructure projects.
- Successful resolution of the Streamline Sales Tax Initiative and the receipt of mitigation money to offset lost sales tax revenue.

Many of the above items have already been factored into the six-year plan. Finally, we are working on the items above that we can directly influence.



City of Tukwila

Washington

Resolution No. 1730

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING THE 2011-2016 FINANCIAL PLANNING MODEL AND THE CAPITAL IMPROVEMENT PROGRAM FOR GENERAL GOVERNMENT AND THE CITY'S ENTERPRISE FUNDS.

WHEREAS, when used in conjunction with the biennial City budget, the Capital Improvement Program (CIP) and the Financial Planning Model for the period 2011-2016 are resource documents to help plan directions the City will consider for the future; and

WHEREAS, the Financial Planning Model and Capital Improvement Program are not permanent fixed plans, but are guidelines or tools to help reflect future goals and future resources at the time budgets are being planned; and

WHEREAS, the commitment of funds and resources can only be made through the budget process;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council hereby adopts the 2011-2016 Financial Planning Model and accompanying Capital Improvement Program, incorporated by this reference as if fully set forth herein.

Section 2. A copy of the 2011-2016 Financial Planning Model and accompanying Capital Improvement Program shall be kept on file in the City Clerk's Office.

Section 3. The assumptions, revenues and expenditures will be reviewed and updated annually, or as necessary, by the City Council.

Section 4. The detail of Capital Improvement Program projects will be reflected in the published Financial Planning Model and Capital Improvement Program 2011-2016.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this 6th day of December, 2010.

ATTEST/AUTHENTICATED:

Christy O'Flaherty
Christy O'Flaherty, CMC, City Clerk

Dennis Robertson
Dennis Robertson, Council President

APPROVED AS TO FORM BY:

[Signature]
Office of the City Attorney

Filed with the City Clerk: 12-1-10
Passed by the City Council: 12-6-10
Resolution Number: 1730

Attachment: Financial Planning Model and Capital Improvement Program 2011-2016

ATTACHMENT A
CITY OF TUKWILA
TOTAL REVENUES & EXPENDITURES
 2011 - 2016 Analysis in 000's

REVENUES (see A-1)	2011	2012	2013	2014	2015	2016	Totals
General Revenues							
Sales Tax	\$ 15,400	\$ 15,631	\$ 15,865	\$ 16,103	\$ 16,587	\$ 17,084	\$ 96,670
Property Taxes	12,800	13,120	13,448	13,784	14,129	14,482	81,763
Utility Taxes	4,500	4,635	4,774	4,917	5,065	5,217	29,108
New Revenues/RGRL	3,000	3,075	3,152	3,231	3,311	3,394	19,163
Other Revenue Incr/Exp Red	900	923	946	969	993	1,019	5,750
One-time sale of property	2,000	-	-	-	-	-	2,000
Interfund Utility Taxes	1,349	1,431	1,559	1,651	1,770	1,862	9,622
Gambling Taxes	1,977	2,036	2,097	2,160	2,225	2,292	12,787
Contract Agreement - SCL	1,976	2,035	2,096	2,159	2,224	2,291	12,781
Charges/Fees for Services	5,431	5,594	5,762	5,935	6,113	6,296	35,131
Transfers In - Other Funds	1,875	1,931	1,989	2,049	2,110	2,174	12,128
Intergovernmental Revenue	922	950	978	1,007	1,038	1,069	5,964
Other Taxes/Miscellaneous	1,640	1,689	1,740	1,792	1,846	1,901	10,608
Subtotal	53,770	53,050	54,406	55,757	57,411	59,081	333,475
Dedicated Revenues (Capital)							
Real Estate Taxes	250	258	265	273	281	290	1,617
Motor Vehicle Taxes	455	469	483	498	512	527	2,944
Investment Interest/Misc.	100	103	106	109	113	116	647
Property Taxes	130	130	130	130	130	130	780
Parking Taxes	140	140	140	140	140	140	840
Transfers from Golf Course	0	0	150	150	175	175	650
Subtotal	1,075	1,100	1,274	1,300	1,351	1,378	7,478
TOTAL REVENUE AVAILABLE	54,845	54,150	55,680	57,057	58,762	60,459	340,953
EXPENDITURES							
Operations & Maintenance:	44,301	44,901	47,001	49,197	51,494	53,898	290,792
(See Attachment B)							
Debt Service	3,455	3,447	3,532	3,593	3,104	2,874	20,005
Transfer to Reserve Fund	1,256	2,573	3,958	5,406	-	-	13,193
Estimated Unfunded PERS	772	803	835	868	903	939	5,120
Admin/Engineering Overhead	300	309	318	328	338	348	1,941
Subtotal Available	4,761	2,117	36	(2,335)	2,923	2,400	9,902
Capital - Attachment C							
Residential Streets	150	300	-	200	300	3,000	3,950
Arterial Streets/Bridges	2,181	2,837	2,522	2,390	2,865	1,945	14,740
Parks & Trails	433	459	438	267	217	21	1,835
General Government							
Facilities	101	-	-	-	-	-	101
General Imp/HHD Response	2,200	800	500	500	500	500	5,000
Fire Improvements	(50)	(50)	-	-	-	(55)	(155)
Subtotal Capital	5,015	4,346	3,460	3,357	3,882	5,411	25,471
Balance by Year	(254)	(2,229)	(3,424)	(5,692)	(959)	(3,011)	(15,569)
Carryover from 2010	20,109	-	-	-	-	-	20,109
Accumulated Totals	\$ 19,855	\$ 17,626	\$ 14,202	\$ 8,510	\$ 7,551	\$ 4,540	

ATTACHMENT A-1 NOTES TO REVENUES

GENERAL REVENUES

Sales Tax

The sales tax estimate for 2011 reflects a 2.1% reduction from 2009 actual receipts, plus approximately \$1.3 million in mitigation money from the Department of Revenue. The expected increase for 2012-2014 is 1.5% annually, and 3.0% for 2015-2016.

Property Taxes

Tax collections are projected to grow at a rate of 2.5% for 2011-2016. The estimate is based on increases in assessed values, as determined by the King County Assessor's Office, and new construction and tenant improvements.

Utility Taxes

A utility tax was approved beginning in 2003 at an initial rate of 4%, increased to 5%, and to 6% in 2007. The tax applies to electric, natural gas, and communications sales.

In 2009, Council adopted a 6% utility tax on solid waste collection in the City and also adopted an interfund utility tax on the water, sewer and surface water funds.

Gambling Taxes

Estimated revenue for 2011 reflects a decrease of \$185,000 due to an indefinite closure of one of the mini-casinos. Assuming all other casinos continue operations, the estimates for City revenues are conservative.

Contract Agreement – Seattle City Light (SCL)

The City entered into a contract agreement with SCL in 2003 with a 4% contract payment. The rate was increased to 5% in 2006 and 6% in 2007. The rate currently remains at 6%.

Charges/Fees for Services

The amount includes Department of Community Development (DCD) revenues consisting of permits, licenses, fees, fines and forfeitures. After the completion of permit and building activities during 2008 for the mall expansion project, permit revenue is projected to return to a normal activity rate for 2011 and beyond.

Transfers In – Other Funds

Reflects the General fund support for Tukwila's other Capital and Enterprise funds; Residential Streets, Arterial Streets, Water, Sewer, Surface Water, Foster Golf Course, Land Acquisition, Parks & Trails and Equipment Rental funds. This is expected to have a growth rate of 3% annually.

ATTACHMENT A-1 continued**Intergovernmental Revenue**

Includes regular on-going revenues such as motor vehicle excise taxes, liquor taxes and profits, emergency services (EMS) allocation and special non-recurring grants.

Other Taxes/Miscellaneous

Includes admission taxes, interest income, natural gas use tax, and developer contributions. Annual growth is projected at 3% for 2011-2016.

DEDICATED REVENUES - CAPITAL**Real Estate Taxes**

This revenue source fluctuates as it is driven by property sale transactions.

Motor Vehicle Taxes

Revenue estimates for 2011-2016 are based on historical collections.

Investment Interest

Interest earnings have stabilized and we are projecting very little growth given the current economic outlook.

Property Taxes

Provides a revenue source for debt service on capital facility replacements.

Parking Taxes

The parking tax, which began in 1999, is being used for the arterial street program. The growth rate is projected to be flat at the present time.

Transfers from Golf Course

Reflects the repayment of the \$650,000 interfund loan borrowed in 2004.

Cash Carryover from 2010

Consists of the General Fund \$6,089,000 and the Capital Funds: Streets \$320,000, Arterial Streets \$6,500,000, Land Acquisition and Parks \$4,800,000, Facilities \$2,000,000 and General Improvements \$400,000 for a total of \$20,109,000. Amounts after 2011 are only General Fund expenditure savings carryovers. Not included are the \$1.1 million "Rainy Day" amount and \$885,462 in the Contingency Fund 105.

ATTACHMENT B

City of Tukwila

General Fund Operations & Maintenance Expenditures

2011 - 2016 Analysis in 000's

EXPENDITURES	2011	2012	2013	2014	2015	2016	Totals
City Council	276	280	293	307	321	336	1,813
Mayor, Boards	2,506	2,540	2,659	2,784	2,913	3,049	16,453
Human Resources	558	566	592	620	649	679	3,664
Finance	1,700	1,723	1,804	1,888	1,976	2,068	11,160
City Attorney	461	468	489	512	536	561	3,028
Parks & Recreation	4,327	4,386	4,591	4,805	5,030	5,264	28,403
Community Development	2,942	2,982	3,121	3,267	3,420	3,579	19,311
Municipal Court	1,096	1,111	1,163	1,217	1,274	1,333	7,194
Police	12,786	12,959	13,565	14,199	14,862	15,556	83,928
Fire	9,748	9,880	10,342	10,825	11,331	11,859	63,985
Information Technology	1,055	1,070	1,120	1,172	1,227	1,284	6,927
Public Works/Streets	6,406	6,493	6,797	7,114	7,447	7,794	42,052
Dept. 20 Miscellaneous	438	443	464	486	509	532	2,872
TOTAL EXPENDITURES	44,301	44,901	47,001	49,197	51,494	53,897	290,791

Notes:

A 4.5% increase is anticipated for the years 2013-2016 due to the expected increases in healthcare, retirement rates, and general inflationary pressures. Most of the increases will be related to salaries and benefits. Moderate cost-of-living allowances (COLAS) are projected along with the normal annual step increases.

The Rainy Day contingency and the estimated ending fund balances are not shown here as budgeted amounts because they are considered reserves to be used in emergencies.

City of Tukwila
Capital Improvement Program
General Government Project Costs 2011 - 2016 in 000's
Attachment C

Neighborhood Revitalization

Project	Page No.	2011		2012		2013		2014		2015		2016		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
Residential Streets	1															
40-42 Ave S (S 160 - S 131 PI)	2	150		300								3,000		3,450	0	4,000
Small Roadway & Safety Imprvs	3													0	0	
Neighborhood Traffic Calming	4															
Residential Improvements	5							200		300				500	0	1,393
Subtotal by Source		150	0	300	0	0	0	200	0	300	0	3,000	0	3,950	0	5,393
SUBTOTAL		Total 150		Total 300		Total 0		Total 200		Total 300		Total 3,000		Total 3,950		5,393

City of Tukwila
Capital Improvement Program
General Government Project Costs 2011 - 2016 in 000's
Attachment C

Economic Development

Project	Page No.	2011		2012		2013		2014		2015		2016		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
Bridges & Arterial Streets	7															
Annual Bridge Inspections	8	145		205		205		270		270		270		1,365	0	270
Boeing Access Rd Bridge	9				1,750		1,750		13,617		13,617			0	30,734	
TUC - Pedestrian Bridge	10	*	517					20	80	800	6,720			820	7,317	
BNSF Regional Center Access	11													0	0	
Southcenter Pkwy (180 - 200)	12		10,798											0	10,798	
Tukwila Urban Center (Klickitat)	13	*	(32)	19,795										(32)	19,795	
Tuk Int'l Blvd Phase II (116 -132)	14		25											25	0	
Tuk Int'l Blvd Phase III (132 -138)	15		20											20	0	
Annual Overlay and Repair **	16	1,250		1,350		1,450		1,500		1,550		1,560		8,660	0	1,650
Annual Traffic Signal Program **	17	50		50		150		100		105		115		570	0	115
TUC Transit Center	18	314		682	468	115	1,035							1,111	1,503	4,300
Andover Pk W (Tuk Pkwy - Str.)	19	*	123	480	981									603	981	
Walk & Roll Plan	20									140				140	0	
Transportation Element	21	*	250	35										250	35	
S 144th St Phase II (42 - TIB)	22	*	68											0	68	1,750
Macadam & S 144th Intersection	23	*	16	1										16	1	610
Andover Pk E/Minkler Blvd	24	*	20	55	45	602								667	55	602
W Valley Hwy/S 156th Intersection	25	*	75											0	75	1,032
APE/ Industry Dr Intersection	26	*	75	25				500						525	75	575
S 133rd St/SR599 Intersection	27	*	20											0	20	630
E Marginal Way (BAR - S 112 St)	28				50									0	50	3,300
Strander Ext. to SW 27 St	29													0	0	2,500
Interurban (143 - Fort Dent Wy)	30													0	0	11,100
TUC/TOD Ped Improvements	31													0	0	1,100
Minkler Blvd (APW - S/C Pkwy)	32													0	0	425
Tuk Int'l Blvd (BAR - 116 Wy)	33													0	0	4,591
Traffic Signal Interconnect	34	*												0	0	3,000
Southcenter Blvd (I-5 - 61 Bridge)	35													0	0	20,000
Tuk Int Blvd/S 116th On-Ramp	36	*												0	0	4,675
S 168th St (S/C Pkwy - APE)	37													0	0	23,244
West Valley (I-405-Strander Blvd)	38													0	0	630
Rockery Replacement Program	39													0	0	525
Nelsen Place (158 - 156)	40													0	0	200
S 180 St/APW Intersection	41													0	0	210
S 143 St (Interurban-Duwamish)	42													0	0	100
S 134 St (133 - 48 Ave S)	43													0	0	100
S 144th St Bridge - Sidewalks	44													0	0	100
S 178th St Realignment	45													0	0	9,382
Subtotal by Source		2,181	31,439	2,837	3,249	2,522	2,785	2,390	13,697	2,865	20,337	1,945	0	14,740	71,507	96,716
SUBTOTAL		Total	33,620	Total	6,086	Total	5,307	Total	16,087	Total	23,202	Total	1,945	Total	86,247	96,716

* Traffic or Park Impact Fee List Projects (project must be started within 6 years).

** Ongoing Projects

City of Tukwila
Capital Improvement Program
General Government Project Costs 2011 - 2016 in 000's
Attachment C

Neighborhood Revitalization																	
Project	Page No.	2011		2012		2013		2014		2015		2016		Totals		After Six Years	
Parks & Trails	47	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other		
Parks & Trails																	
Codiga Farm Park & Boat Launch	48	29								200				229	0	276	
Duwamish Hill Preserve	49	*	(43)	93	25	25	250	775	(70)	70	(70)	70	(70)	70	22	1,103	5,307
City of Tukwila Pool	50	404		75		75		75		75		75		779	0	75	
City of Tukwila Leisure Pool Add	51	*												0	0	2,325	
TCC Spray Park Sewer Connector	52			87										87	0		
Fort Dent Park	53							250						250	0	1,600	
Greenbelt & Multipurpose Trails	54	36	64	35	65	1	49							72	178		
Black River Trail Connector	55	*	23									4	33	27	33	1,007	
57th Ave S Park Extension	56	25												25	0	150	
Parks & Rec Open Space Plan	57					100								100	0		
Tukwila Pond	58			150										150	0	3,687	
Ryan Hill Park	59													0	0	2,625	
Macadam Garden & Wetland	60													0	0	1,000	
Southgate Park Improvements	61													0	0	1,050	
Hand Boat Launches	62													0	0	781	
Log House Park	63													0	0	212	
Wilcox River Park	64													0	0	158	
Open Space 5800 S 152nd St	65													0	0	1,125	
Fish Habitat Projects																	
WRIA 9 - Watershed Planning	66	11		12		12		12		12		12		71	0	12	
Duwamish Gardens	67	(52)	327				1,200		1,080					(52)	2,607		
Riverton Creek Flap Gate	68			75	500									75	500		
Gilliam Crk Fish Barrier Removal	69													0	0	591	
Nelson Salmon Habitat	70													0	0	725	
Lower Gilliam Creek Channel	71													0	0	270	
Subtotal by Source		433	484	459	590	438	2024	267	1150	217	70	21	103	1,835	4,421	22,976	
SUBTOTAL		Total	917	Total	1,049	Total	2,462	Total	1,417	Total	287	Total	124	Total	6,256	22,976	

* Park Impact Fee List Projects (project must be started within 6 years).

City of Tukwila
Capital Improvement Program
General Government Project Costs 2011 - 2016 in 000's
Attachment C

General Government																
Project	Page No.	2011		2012		2013		2014		2015		2016		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
Facilities	73															
Tukwila Village	74	101												101	0	
Permanent EOC Facility	75													0	0	1,250
City Maintenance Facility	76													0	0	10,000
Community Justice Center	77													0	0	18,000
Subtotal by Source		101	0	0	0	0	0	0	0	0	0	0	0	101	0	29,250
SUBTOTAL		Total	101	Total	0	Total	0	Total	0	Total	0	Total	0	Total	101	29,250
	Page No.	2011		2012		2013		2014		2015		2016		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
General Improvements	79															
Facilities Improvements **	80	500		500		500		500		500		500		3,000	0	500
Tukwila Levee Repairs	81	1,700		300										2,000	0	
Subtotal by Source		2,200	0	800	0	500	0	500	0	500	0	500	0	5,000	0	500
SUBTOTAL		Total	2,200	Total	800	Total	500	Total	500	Total	500	Total	500	Total	5,000	500
	Page No.	2011		2012		2013		2014		2015		2016		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
Fire Improvements	83															
Relocate Fire Station 51	84	*	(50)	50	(50)	50	1,000		3,250		7,750	(55)	55	(155)	12,155	
New Aid Car Relocated FS 51	85	*												0	0	185
New Engine for Fire Station 54	86	*												0	0	750
Relocate Station 52	87	*												0	0	3,545
Subtotal by Source		(50)	50	(50)	50	0	1,000	0	3,250	0	7,750	(55)	55	(155)	12,155	4,480
SUBTOTAL		Total	0	Total	0	Total	1,000	Total	3,250	Total	7,750	Total	0	Total	12,000	4,480
* Fire Impact Fee List Projects (project must be started within 6 years).																

SUMMARY																
Totals by Source		5,015	31,973	4,346	3,889	3,460	5,809	3,357	18,097	3,882	28,157	5,411	158	25,471	88,083	
PROPOSED TOTALS		Total	36,988	Total	8,235	Total	8,269	Total	18,204	Total	24,289	Total	5,569	Total	113,554	159,315

** On-going Projects

ATTACHMENT D

City of Tukwila

WATER ENTERPRISE FUND

2011 - 2016 Analysis in 000's

REVENUES	2011	2012	2013	2014	2015	2016	Totals
Monthly Water Charges ⁽¹⁾	+10%	+10%	+10%	+10%	+10%	+10%	
Cascade Water Alliance (CWA)	1,980	2,136	2,200	2,266	2,300	2,369	13,251
Regular City Water	2,756	2,893	3,096	3,312	3,478	3,652	19,187
Other Miscellaneous Revenue	128	128	132	175	200	210	973
Interlocal Ags (HL WD)/Grants ⁽²⁾	1,682	-	-	-	-	-	1,682
Water Connection Fees ⁽³⁾	25	25	50	50	25	25	200
Total Revenues	6,571	5,182	5,478	5,803	6,003	6,256	35,293
EXPENDITURES							
CWA Purchased Water ⁽⁴⁾	1,980	2,136	2,200	2,266	2,300	2,369	13,251
Water Operations & Maintenance	1,143	1,174	1,209	1,245	1,283	1,321	7,376
Debt Service ⁽⁵⁾	554	555	553	555	550	162	2,929
Interfund Utility Tax ⁽⁶⁾ 10%	495	517	543	575	598	623	3,351
Working Capital Reserve Fund	281	281	281	282	25	25	1,175
Engineering Labor ⁽⁷⁾	72	75	77	80	82	84	470
Subtotal	4,525	4,738	4,863	5,004	4,838	4,584	28,552
Water Capital - CIP Program ⁽⁸⁾	3,637	1,567	706	1,874	1,105	985	9,874
Total Expenditures	8,162	6,305	5,569	6,878	5,943	5,569	38,426
Cash Flow Year by Year	(1,591)	(1,123)	(91)	(1,075)	60	687	(3,133)
Carryover from 2010	6,276	-	-	-	-	-	6,276
Accumulated Totals	4,685	3,562	3,471	2,396	2,456	3,143	

ATTACHMENT D-1 NOTES TO WATER ENTERPRISE FUND

- 1) As water consumption is reduced each year through conservation, our revenue is flat. Rates reflect increases of 10% for 2011 through 2016. These rate increases are essential to sustain our reserve balance and cover any possible increases from Cascade Water Alliance (CWA). We will continue to review the annual rate model to confirm that the proposed increases are necessary.

Future water purchased at additional costs will be passed on to ratepayers. We have identified Cascade Water Alliance's revenues and expenditures to better reflect the actual water charges and the respective increases. CWA has proposed rate increases of 5.8% in 2011 and 15.6% in 2012.

- 2) Includes the Highline Interlocal Agreement for costs reimbursed through the Southcenter Pkwy Extension Project.
- 3) Connection fees are estimated for the Allentown/Foster Point and Duwamish projects.
- 4) Cascade Water Alliance is split out to identify the actual costs of purchased water. CWA has significant capital projects scheduled in this six-year planning model that will affect our water rates.

- 5) Debt schedule includes Public Works Trust Fund (PWTF) loans and Bonds.

<u>Water Debt Service includes:</u>	<u>Expires</u>		<u>2011</u>		<u>2012</u>
1995 E Marginal Bond	02/01/2015	\$	388,593	\$	390,494
2003 PWTF Duwamish (20%)	07/01/2021		15,249		15,177
2004 PWTF Allentown (26%)	07/01/2024		86,269		85,866
2006 Bond Allentown (26%)	12/31/2026		63,427		63,427
Total		\$	553,538	\$	554,964

- 6) An Interfund Utility Tax was approved by Ordinance No. 2258 in October 2009 for the water, sewer, and surface water utilities. Ordinance 2298 amended that ordinance in July 2010. Gross revenues will be taxed 15% from December 31, 2008 through April 30, 2010 and taxed 10% from May 1, 2010 through December 31, 2015.
- 7) The Senior Water/Sewer Engineer's salary and benefits are split evenly between the water department and the sewer department.
- 8) Total Capital Improvement Program including other sources contributions.

Water Enterprise Fund

The City's Enterprise Funds account for utility operations that are self-supported through user charges. The utilities are financed and operated like a private business enterprise which requires periodic determination of revenues earned; expenses incurred, and net income for capital maintenance, public policy, management control and accountability. The Water Fund accounts for operations and capital improvements to provide water to a portion of City residents. King County Water District 125 and Highline Water District also supply water to City residents.

ATTACHMENT E

City of Tukwila

SEWER ENTERPRISE FUND

2011 - 2016 Analysis in 000's

REVENUES	2011	2012	2013	2014	2015	2016	Totals
Monthly Sewer Charges	+20%	+20%	+20%	+20%	+20%	+15%	
King County Metro Sewer ⁽¹⁾	3,686	3,812	3,915	4,032	4,233	4,317	23,995
Regular City Sewer ⁽²⁾	1,488	1,741	2,037	2,384	2,789	3,151	13,590
Other Misc. Revenue	81	107	150	175	200	200	913
Grant/Bond from SC Pkwy Ext	1,360	-	-	-	-	-	1,360
Sewer Connection Fees ⁽³⁾	120	120	150	150	200	200	940
Total Revenues	6,735	5,780	6,252	6,741	7,422	7,868	40,798
EXPENDITURES							
Sewer Operations & Maintenance							
King County Metro Sewer ⁽⁴⁾	3,686	3,812	3,915	4,032	4,233	4,317	23,995
Regular City Sewer ⁽⁵⁾	852	867	888	924	952	980	5,463
Debt Service ⁽⁶⁾	357	356	355	354	352	351	2,125
Interfund Utility Tax ⁽⁷⁾ 10%	516	543	610	659	722	767	3,817
Working Capital Reserve Fund ⁽⁸⁾	317	317	317	317	25	29	1,322
Engineering Labor ⁽⁹⁾	72	75	76	79	81	84	467
Subtotal	5,800	5,970	6,161	6,365	6,365	6,528	37,189
Sewer Capital - CIP Program	2,419	735	905	715	155	330	5,259
Total Expenditures	8,219	6,705	7,066	7,080	6,520	6,858	42,448
Cash Flow Year by Year	(1,484)	(925)	(814)	(339)	902	1,011	(1,650)
Carryover from 2010	1,685	-	-	-	-	-	1,685
Accumulated Totals	201	(724)	(1,537)	(1,877)	(975)	35	

**ATTACHMENT E-1
NOTES TO SEWER ENTERPRISE FUND**

- 1) King County Metro sewer and Tukwila's sewer have been split out to present the revenues separately. Metro increases will be passed through to the sewer ratepayers. King County Metro sewer fees will increase by 13.17% in 2011 per KC Ordinance No. 16858 and we have factored in potential increases for 2012 through 2016.
- 2) A 20% rate increase is proposed for Tukwila sewer in 2011 through 2015 and 15% in 2016. We will continue with the annual rate model review to confirm that the proposed increases are necessary.
- 3) Sewer connection fees for Allentown Phase I and Allentown/Foster Point Phase II.
- 4) King County Metro Sewer treatment fees are passed through to ratepayers.
- 5) City's basic operation and maintenance costs. An additional Maintenance and Operations Specialist position is needed in the Sewer department, but this new position has been delayed indefinitely in order to build up the Sewer fund's reserves.
- 6) Includes the Public Works Trust Fund (PWTF) Loan and the 2006 Bond for the Allentown/Foster Point Phase II Sewer Improvement Project.

<u>Sewer Debt Service includes:</u>	<u>Expires</u>		<u>2011</u>	<u>2012</u>
2004 PWTF Allentown (62%)	07/01/2024	\$	205,719	\$ 204,758
2006 Bond Allentown (62%)	12/31/2026		151,249	151,249
Total		\$	356,968	\$ 356,007

- 7) An Interfund Utility Tax was approved by Ordinance No. 2258 in October 2009 for the water, sewer, and surface water utilities. Ordinance 2298 amended that ordinance in July 2010. Gross revenues will be taxed 15% from December 31, 2008 through April 30, 2010 and taxed 10% from May 1, 2010 through December 31, 2015.
- 8) The Working Capital Reserve Fund's policy was approved in late 2009 to maintain an adequate fund balance in each of the enterprise funds. The schedule is to have a minimum of 20% of the previous year's operating and capital expenses by 2014.
- 9) The Senior Water/Sewer Engineer's salary and benefits are split evenly between the water department and the sewer department.

Sewer Enterprise Fund

The City's Enterprise Funds account for utility operations that are self-supported through user charges. The utilities are financed and operated like a private business enterprise which requires periodic determination of revenues earned; expenses incurred, and net income for capital maintenance, public policy, management control and accountability. The Sewer Fund accounts for operations and capital improvements to provide sanitary sewer to a portion of City residents. Valley View Sewer District also provides sewer in the City.

ATTACHMENT F

City of Tukwila

SURFACE WATER ENTERPRISE FUND

2011 - 2016 Analysis in 000's

REVENUES	2011	2012	2013	2014	2015	2016	Total
	+10%	+10%	+10%	+5%	+5%	+5%	
Annual Billings (Current) ⁽¹⁾	3,322	3,654	4,020	4,221	4,432	4,653	24,302
Other Revenues	17	17	25	30	50	75	214
Grants/Bond Proceeds ⁽²⁾	176	44	44	44	44	44	396
Total Revenues	3,515	3,715	4,089	4,295	4,526	4,772	24,912
EXPENDITURES							
Operations & Maintenance ⁽³⁾	1,229	1,277	1,327	1,377	1,514	1,666	8,390
Debt Service ⁽⁴⁾	370	318	316	315	313	312	1,944
Interfund Utility Tax ⁽⁵⁾ 10%	338	371	405	425	448	473	2,460
Working Capital Reserve Fund ⁽⁶⁾	183	183	183	183	25	25	782
Engineering Labor ⁽⁷⁾	255	273	288	297	306	321	1,740
Subtotal	2,375	2,422	2,519	2,597	2,606	2,797	15,316
SSWM Capital - CIP Program ⁽⁸⁾	2,085	1,537	1,155	815	835	1,214	7,641
Total Expenditures	4,460	3,959	3,674	3,412	3,441	4,011	22,957
Cash Flow Year by Year	(945)	(244)	416	883	1,085	761	1,955
Carryover from 2010	1,662	-	-	-	-	-	1,662
Accumulated Totals	717	473	889	1,771	2,856	3,617	

ATTACHMENT F-1
NOTES TO SURFACE WATER ENTERPRISE FUND

- 1) Reflects proposed rate increases of 10% in 2011 through 2013 and 5% for 2014 through 2016. We will continue with the annual rate model review to confirm that the proposed Surface Water rate increases are necessary. The National Pollution Discharge Elimination System (NPDES) permit required by the State Department of Ecology is having a significant impact on the Surface Water fund.
- 2) Potential grants and/or bond revenue. Included is the estimated Department of Ecology grant for NPDES and annual grant funding of \$44,000.00 from King County Flood Control Zone District.
- 3) This includes the City's basic operations and maintenance costs.
- 4) Debt schedule includes PWTF loans and the 2006 Bond.

<u>Debt Service includes:</u>	<u>Expires</u>		<u>2011</u>	<u>2012</u>
1991 PWTF Fostoria Storm	07/01/2011	\$	51,402	\$ -
2004 PWTF Duwamish (15%)	07/01/2021		12,234	12,176
2004 PWTF Cascade View Const.	07/01/2024		237,694	236,584
2004 PWTF Allentown (12%)	07/01/2024		39,817	39,631
2006 Bond Allentown (12%)	12/31/2026		<u>29,274</u>	<u>29,274</u>
Total		\$	370,421	\$ 317,664

- 5) An Interfund Utility Tax was approved by Ordinance No. 2258 in October 2009 for the water, sewer, and surface water utilities. Ordinance 2298 amended that ordinance in July 2010. Gross revenues will be taxed 15% from December 31, 2008 through April 30, 2010 and taxed 10% from May 1, 2010 through December 31, 2015.
- 6) The Working Capital Reserve Fund's policy was approved in late 2009 to maintain an adequate fund balance in each of the enterprise funds. The schedule is to have a minimum of 20% of the previous year's operating and capital expenses by 2014.
- 7) Cost of engineering to support capital projects, NPDES, and operation efforts in-house.
- 8) Total Capital Improvement Program including other sources contributions.

Surface Water Enterprise Fund

The City's Enterprise Funds account for utility operations that are self-supported through user charges. The utilities are financed and operated like a private business enterprise which requires periodic determination of revenues earned; expenses incurred, and net income for capital maintenance, public policy, management control and accountability. The Surface Water Enterprise Fund accounts for operations and capital improvements for the City's storm drainage and surface water management function. Surface Water projects are required to meet Federal, State and local mandates. The largest contributor to the surface water enterprise fund is the City of Tukwila.

ATTACHMENT G

City of Tukwila

GOLF ENTERPRISE FUND

2011 - 2016 Analysis in 000's

REVENUES	2011	2012	2013	2014	2015	2016	Total
Green Fees ⁽¹⁾	1,200	1,200	1,260	1,323	1,389	1,458	7,830
Sales Tax ⁽²⁾	225	225	250	300	350	350	1,700
Merchandise Sales	148	151	158	166	174	184	981
Power Cart Rentals	195	195	204	215	225	237	1,271
Concession Proceeds	120	120	126	132	138	145	781
Other Revenue ⁽³⁾	24	24	40	55	60	65	268
Total Revenues	1,912	1,915	2,038	2,191	2,336	2,439	12,831
EXPENDITURES							
Operations & Maintenance	1,859	1,910	1,913	1,926	1,951	1,975	11,534
Debt Service ⁽⁴⁾	350	351	352	352	355	357	2,120
Payback to General Fund ⁽⁵⁾	-	-	150	150	175	175	650
Subtotal	2,209	2,261	2,415	2,428	2,481	2,507	14,301
Golf Capital - CIP Program	75	25	10	10	10	10	140
Total Expenditures	2,284	2,286	2,425	2,438	2,491	2,517	14,441
Cash Flow Year by Year	(372)	(371)	(387)	(247)	(155)	(78)	(1,610)
Carryover from 2010	425	-	-	-	-	-	425
Accumulated Totals	53	(318)	(705)	(952)	(1,107)	(1,185)	

**ATTACHMENT G-1
NOTES TO GOLF ENTERPRISE FUND**

- 1) The Green Fees are expected to increase modestly as a function of both increased players' participation and periodic greens fee increases.
- 2) A portion of the City's total sales tax revenue is allocated to pay the Golf Course's share of the 2003 Bond. See also note (4).
- 3) Other revenue includes golf instruction, equipment rental, and interest.
- 4) The debt service on the 2003 Bond Issue, see also note (2).
- 5) This is the proposed payback schedule for the \$650,000 borrowed in 2004.

Golf Enterprise Fund

The City's Enterprise Funds account for operations that are self-supported through user charges. The funds are financed and operated like a private business enterprise which requires periodic determination of revenues earned, expenses incurred, and net income for capital maintenance, public policy, management control and accountability. The Golf Enterprise Fund accounts for operation, maintenance, debt service and improvements of the municipal golf facility. The difference between the other utility enterprise funds is that Golf has voluntary users as opposed to involuntary users of the water, sewer, and surface water funds.



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2011 POSITION SALARY SCHEDULE

Elected Officials	Minimum	Maximum
COUNCIL MEMBER POSITION	\$12,600	\$12,600
MAYOR	93,696	93,696

Fire IAFF	Minimum	Maximum
FIRE BATTALION CHIEF	\$99,084	\$99,084
FIRE CAPTAIN	87,648	87,648
FIREFIGHTER	60,972	76,212

Non-represented	Minimum	Maximum
ADMINISTRATIVE SECRETARY 1 DCD	\$58,104	\$66,876
ADMINISTRATIVE SECRETARY 1 REC	58,104	66,876
ADMINISTRATIVE SECRETARY FIR	54,792	63,048
ADMINISTRATIVE SECRETARY POL	54,792	63,048
ASSISTANT FIRE CHIEF	92,424	117,684
ASSISTANT POLICE CHIEF	92,424	117,684
BUILDING OFFICIAL	84,156	105,192
CERT TRAINER	45,780	51,552
CITY ADMINISTRATOR	113,748	147,924
CITY CLERK	71,640	86,028
CITY ENGINEER	92,424	117,684
CIVIL SERVICE EXAMINER	54,792	63,048
COURT ADMINISTRATOR	71,640	86,028
DCD DIRECTOR	99,672	129,612
DEPUTY CITY CLERK	58,104	66,876
DEPUTY DCD DIRECTOR	86,088	107,604
DEPUTY FINANCE DIRECTOR	86,088	107,604
DEPUTY PUBLIC WORKS DIRECTOR	86,088	107,604
ECONOMIC DEVELOPMENT ADMINISTR	93,396	122,256
EMERGENCY MANAGEMENT COORD	74,832	89,856
EXECUTIVE SECRETARY	58,104	66,876
FINANCE DIRECTOR	99,672	129,612
FIRE CHIEF	103,140	134,136
HUMAN RESOURCES ANALYST	71,640	86,028
HUMAN RESOURCES ASSISTANT	68,496	82,200
HUMAN RESOURCES DIRECTOR	99,672	129,612
HUMAN RESOURCES TECHNICIAN	51,444	59,220
IT DIRECTOR	99,672	129,612

Non-represented (continued)	Minimum	Maximum
LEGISLATIVE ANALYST COUNCIL	\$71,640	\$86,028
MAINTENANCE OPERATIONS MANAGER	83,172	103,932
PARKS AND RECREATION DIRECTOR	99,672	129,612
POLICE CHIEF	103,140	134,136
POLICE COMMANDER	83,172	103,932
POLICE RECORDS MANAGER	71,640	86,028
PUBLIC WORKS ANALYST	71,640	86,028
PUBLIC WORKS DIRECTOR	103,140	134,136
SENIOR ENGINEER	84,156	105,192
SYSTEMS ADMINISTRATOR	68,496	82,200

Police Non-commissioned	Minimum	Maximum
COMMUNITY POLICING COORD	\$63,804	\$73,836
DOMESTICE VIOLENCE ADVOCATE	50,208	62,328
EVIDENCE TECHNICIAN	49,740	59,772
POLICE INFORMATION ANALYST	56,376	69,300
POLICE RECORDS CLERK	42,792	52,932
SERVICE TRANSPORT OFFICER	49,740	59,076

Police Guild	Minimum	Maximum
MASTER POLICE OFFICER	\$60,804	\$77,076
MASTER POLICE SERGEANT	81,804	89,316
POLICE OFFICER	60,804	77,076
POLICE SERGEANT	81,804	89,316

Teamsters	Minimum	Maximum
ADMIN SUPPORT ASSISTANT COURT	\$39,504	\$48,024
ADMIN SUPPORT ASSISTANT REC	39,504	48,024
ADMIN SUPPORT COORD CLK	48,384	58,800
ADMIN SUPPORT COORD HUMAN SRVC	48,384	58,800
ADMIN SUPPORT COORDINATOR CLK	48,384	58,800
ADMIN SUPPORT COORDINATOR CRT	48,384	58,800
ADMIN SUPPORT COORDINATOR IT	48,384	58,800
ADMIN SUPPORT COORDINATOR REC	48,384	58,800
ADMIN SUPPORT COORDINATOR WEB	48,384	58,800
ADMIN SUPPORT SPECIALIST JAS	45,240	54,984
ADMIN SUPPORT SPECIALIST T/M	45,240	54,984
ADMIN SUPPORT TECHNICIAN	42,276	51,384
ADMIN SUPPORT TECHNICIAN C CLK	42,276	51,384

Teamsters (continued)	Minimum	Maximum
ADMIN SUPPORT TECHNICIAN COURT	\$42,276	\$51,384
ADMIN SUPPORT TECHNICIAN DCD	42,276	51,384
ADMIN SUPPORT TECHNICIAN FIRE	42,276	51,384
ADMIN SUPPORT TECHNICIAN GOLF	42,276	51,384
ADMIN SUPPORT TECHNICIAN PW AD	42,276	51,384
ADMIN SUPPORT TECHNICIAN PW MT	42,276	51,384
AQUATICS PROG ASSISTANT	39,504	48,024
AQUATICS PROG COORDINATOR	63,396	77,112
AQUATICS PROG SPECIALIST	48,384	58,800
ASSISTANT PLANNER	67,872	82,464
BAILIFF COURT	48,384	58,800
BUSINESS COMMUNITY LIAISON	51,756	62,928
CODE ENFORCEMENT OFFICER DCD	51,756	62,928
COMBINATION INSPECTOR DCD	59,268	72,048
DATABASE ADMINISTRATOR	51,756	62,928
DIRECTOR OF INSTRUCTION - GOLF	59,268	72,048
ENGINEER	72,612	88,260
FACILITIES CUSTODIAN	42,276	51,384
FACILITIES OPS TECHNICIAN	51,756	62,928
FIRE PROJECT COORDINATOR	67,872	82,464
FISCAL COORDINATOR	72,612	88,260
FISCAL SPECIALIST	48,384	58,800
FISCAL SPECIALIST RECREATION	48,384	58,800
FISCAL SUPPORT TECHNICIAN	42,276	51,384
FLEET TECHNICIAN	51,756	62,928
FLEET TECHNICIAN GOLF	51,756	62,928
GIS COORDINATOR	59,268	72,048
GOLF MAINTENANCE SUPERVISOR	59,268	72,048
GRAPHICS SPECIALIST DCD	48,384	58,800
INFO TECHNOLOGY ASST	42,276	51,384
LEAD FACILITIES CUSTODIAN	55,392	67,332
LEAD MAINT SPECIALIST GOLF	55,392	67,332
LEAD MAINT SPECIALIST PARKS	55,392	67,332
MAINT & OPS SPECIALIST SSW	51,756	62,928
MAINT & OPS FOREMAN SEWER	59,268	72,048
MAINT & OPS FOREMAN SSW	59,268	72,048
MAINT & OPS FOREMAN STR/SSW	59,268	72,048
MAINT & OPS FOREMAN STREET	59,268	72,048
MAINT & OPS FOREMAN WATER	59,268	72,048

Teamsters (continued)	Minimum	Maximum
MAINT & OPS SPECIALIST SEW/SSW	\$51,756	\$62,928
MAINT & OPS SPECIALIST SSW	51,756	62,928
MAINT & OPS SPECIALIST STR	51,756	62,928
MAINT & OPS SPECIALIST WTR	51,756	62,928
MAINT & OPS SUPERINTENDENT FAC	72,612	88,260
MAINT & OPS SUPERINTENDENT FLT	72,612	88,260
MAINT & OPS SUPERINTENDENT GOL	72,612	88,260
MAINT & OPS SUPERINTENDENT PAR	72,612	88,260
MAINT & OPS SUPERINTENDENT SSW	72,612	88,260
MAINT & OPS SUPERINTENDENT STR	72,612	88,260
MAINT & OPS SUPERINTENDENT WTR	72,612	88,260
MAINTENANCE SPECIALIST GOLF	48,384	58,800
MAINTENANCE SPECIALIST PARKS	48,384	58,800
MAINTENANCE WORKER STREET	39,504	48,024
MARKETING COMMUNICATIONS COORD	51,756	62,928
PERMIT COORDINATOR DCD	67,872	82,464
PLANNING SUPERVISOR DCD	83,136	101,076
PLANS EXAMINER	51,756	62,928
POLICE RECORDS SUPERVISOR	55,392	67,332
PROBATION OFFICER COURT	67,872	82,464
PROGRAM MANAGER HUMAN SERVICES	77,700	94,452
PROGRAM MANAGER MARKTNG & TRSM	77,700	94,452
PROJECT INSPECTOR PW ENG	55,392	67,332
PROJECT MANAGER	77,700	94,452
PROJECT MANAGER SSW	77,700	94,452
RECREATION PROG ASSISTANT	39,504	48,024
RECREATION PROG COORDINATOR	59,268	72,048
RECREATION PROG COORDINATOR	67,872	82,464
RECREATION PROG SPECIALIST	48,384	58,800
RECREATION SUPERINTENDENT	72,612	88,260
SENIOR ELECTRICAL INSPECTOR	63,396	77,112
SENIOR FISCAL COORDINATOR	77,700	94,452
SENIOR PLANNER DCD	72,612	88,260
SENIOR PLANS EXAMINER DCD	59,268	72,048
SPECIAL PROGRAMS COORD/VOLUNTR	72,612	88,260
SR INFO TECHNOLOGY SPECIALIST	51,756	62,928
SR MAINT & OPS SPECIALIST SEW	55,392	67,332
SR MAINT & OPS SPECIALIST STR	55,392	67,332
SR PROJECT INSPECTOR PW ENG	59,268	72,048

Teamsters (continued)	Minimum	Maximum
TRAFFIC OPERATIONS COORDINATOR	\$67,872	\$82,464
URBAN ENVIRONMENTALIST DCD	72,612	88,260
WATER QUALITY SPECIALIST	55,392	67,332

STAFFING LEVELS

DEPARTMENT	ACTUAL										BUDGETED		
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Administrative Services ^(a)	23.25	22.25	21.75	21.75	21.75	22.75	23.75	26.75	19.75	-	-	-	-
Council	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Mayor ^(b)	9.00	9.50	10.50	9.50	11.50	11.00	11.00	12.00	11.00	16.00	19.00	17.00	17.00
Human Resources ^(a)	-	-	-	-	-	-	-	-	-	4.00	4.00	4.00	4.00
Finance	11.00	12.00	12.00	12.00	13.00	12.00	11.00	11.00	12.00	12.00	13.00	12.00	12.00
Recreation	23.00	23.75	17.75	20.50	20.25	22.00	22.50	23.50	23.50	22.50	23.25	19.25	19.25
Department of Community Development	19.75	21.25	19.88	20.88	19.88	20.88	20.88	20.25	24.25	24.25	24.50	21.63	21.63
Court ^(a)	-	-	-	-	-	-	-	-	-	9.75	9.75	8.75	8.75
Police	88.50	85.50	86.50	81.50	78.00	81.00	83.00	80.00	83.00	82.00	85.00	84.00	84.00
Fire	64.00	63.00	64.00	64.00	63.00	67.00	65.00	66.00	64.00	63.00	68.00	66.25	66.25
Information Technology ^(a)	-	-	-	-	-	-	-	-	7.00	8.00	8.00	8.00	8.00
Public Works	32.00	34.00	37.00	35.00	35.00	35.00	34.00	32.00	33.00	32.00	35.00	31.00	31.00
Parks	6.50	8.50	8.50	9.50	9.50	10.50	10.25	7.50	7.50	7.50	7.50	6.00	6.00
Street	8.00	9.00	9.00	10.00	11.00	11.00	10.00	11.00	12.00	12.00	12.50	11.50	11.50
Water	6.00	6.00	6.00	5.00	5.00	6.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Sewer	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.00	2.00	3.00	3.00	3.00
Golf	9.50	9.50	9.50	9.50	9.50	9.50	9.25	9.25	9.75	9.75	10.00	10.00	10.00
Surface Water	5.00	6.00	5.00	5.00	5.00	7.00	7.00	7.00	8.00	8.00	7.50	7.50	7.50
Equipment Rental	4.00	4.00	4.00	4.00	4.00	4.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00
TOTAL	319.50	324.25	321.38	318.13	316.38	329.63	329.63	327.25	335.75	331.75	349.00	328.88	328.88

^(a) The departments for Human Resources, Court, City Clerk and Information Technology were previously reported under Administrative Services.

^(b) The department of City Clerk began reporting to the Mayor's department in 2009.

Major Position Changes for 2011-2012:

Mayor: Eliminated the positions of Admin Support Technician City Clerk (1 FTE) and Safety Risk Management Analyst (1 FTE).

Finance: Eliminated the position of Fiscal Support Technician (1 FTE).

Recreation: Eliminated the positions of Deputy Parks and Recreation Director (1 FTE), Admin Support Assistant (2 FTE) and Recreation Program Specialist (1 FTE).

Department of Community Development: Eliminated the positions of Admin Support Assistant (1 FTE), Graphics Specialist (1 FTE) and Combination Inspector (1 FTE). Added the position of Admin Support Technician (1 FTE). The following positions of Assistant Planner (1 FTE to .5 FTE) and Plans Examiner (1FTE to .5 FTE) are affected by reductions. One Senior Planner position (.5 FTE to .625 FTE) is affected by an increase.

Court: Eliminated the position of Admin Support Technician (1 FTE).

Police: Eliminated the positions of TAC Team Officer (2 FTE), Traffic Officer (2 FTE), Investigation Officer (1 FTE) and Detective (1 FTE). Positions are partially filled by "pipeline" additions of Police Officer (4 FTE) and Sergeant (1 FTE).

Fire: Eliminated the position of Fire Captain (1 FTE) out of Prevention and partially funded Aid Car positions (2 FTE) out of Suppression. Reduced the position of Admin Support Technician (1 FTE to .75 FTE). Transferred the positions of Emergency Management Coordinator (1 FTE) and CTR Trainer (.5 FTE was 1 FTE) from Public Works.

Public Works: Eliminated the positions of Senior Engineer (1 FTE) and Development Engineer (1 FTE). Transferred the positions of Emergency Management Coordinator (1 FTE) and CTR Trainer (1 FTE) to the Fire Department.

Parks Maintenance: Eliminated 1.5 FTE positions in Maintenance Specialist Parks.

Street Maintenance: Eliminated one Maintenance and Operations Specialist (1.0 FTE).

CITY STATISTICS

Date of Incorporation	June 23, 1908
Form of Government	Mayor-Council
Type of Government	Non-Charter, Optional Code City
Area	9.63 Square Miles
Population	18,190
Number of City Employees	329
Number of Businesses	2,400 (approximate)
Number of people employed in Tukwila	42,000 (approximate)
Levy Rate	\$2.81
Taxable Property Values	\$4,809,486,786
Fire Protection-- Number of Fire Personnel:	66.25
Number of Stations:	4
Number of Responses:	4,574
Total Fire Loss:	\$1,655,571
Police Protection-- Number of Police Personnel:	84
Parks and Recreation-- 18 Public Developed Parks	162 Acres
Playgrounds	11
Maintained Trails	15 Miles
Golf Courses	1
Street Miles:	178 Miles
Libraries-- Number of Libraries:	2

MAJOR EMPLOYERS IN TUKWILA

Tukwila's residents work in the City and commute to other nearby cities, including Seattle, and Bellevue. The City's economy is based on a variety of government, health care, commercial, and retail enterprises. The largest local employers are listed below:

Name of Company/Employer	Product or Business	2009 Full & Part-Time Employment	Percentage of Total City Employees	2000 Full & Part-time Employment	Percentage of Total City Employees
Boeing Company	Airplane company	7,846	18.54%	9,769	22.02%
Group Health Cooperative	Data Ctr/Lab/Pharmacy/Mfg.	1,984	4.69%	879	1.98%
King County Metro	Transit operating base	825	1.95%	700	1.58%
Macy's	Department Store	586	1.38%	490	1.10%
Carlisle Interconnect Technologies	Wire/Cable Connectors	570	1.35%	180	0.41%
Costco Wholesale	Cash/carry Warehouse	546	1.29%	380	0.86%
Nordstrom, Inc.	Department Store	537	1.27%	416	0.94%
United Parcel Service	Postal Delivery Service	525	1.24%	444	1.00%
Boeing Employees Credit Union	Banking/Credit Union	425	1.00%	561	1.26%
City of Tukwila	Government	407	0.96%	309	0.70%
Sub-total - Major Employers		14,251		14,128	
All Other Employment		28,078		30,243	
TOTAL EMPLOYMENT		42,329		44,371	

Source:

Tukwila City Clerk's Office - Business Licenses

GLOSSARY OF TERMS

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

ACCRUAL BASIS. The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

AD VALOREM TAX. A tax based on value (e.g., a property tax).

ANNUAL BUDGET. A budget applicable to a single fiscal year.

APPROPRIATED BUDGET. The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

APPROPRIATION. A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

ASSESSED VALUATION. A valuation set upon real estate or other property by a government as a basis for levying taxes.

BARS. Budgeting, Accounting & Reporting System. Refers to the accounting rules established by the Washington State Auditor's Office, including a prescribed chart of accounts.

BASIS OF ACCOUNTING. A term used in reference to when revenues, expenditures, expenses and transfers-and the related assets and liabilities-are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the accrual method for proprietary funds or modified accrual method for governmental funds.

BENEFITS. Costs paid by the City on behalf of its employees. Examples include: medical and dental insurance, retirement, deferred compensation, life insurance and worker's compensation.

BUDGET. A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

BUDGET DOCUMENT. The instrument used to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue and

borrowing measures necessary to put the budget into effect.

BUDGET MESSAGE. A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's actual financial experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

BUDGETARY CONTROL. The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

CAPITAL ASSETS. Long term assets, normally exceeding \$5,000 in value and having a useful life of more than one or two years, such as major computer equipment, buildings and land.

CAPITAL EXPENDITURES. Expenditures of current financial resources for constructing or purchasing capital assets. Under the modified accrual basis of accounting these acquired assets appear as expenditures in the fund statements, however under the current reporting model these acquired assets are recognized as assets in the basic financial statements.

CAPITAL IMPROVEMENT PROGRAM. A program for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

CAPITAL PROJECT FUND. A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

DEBT. An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

DEBT SERVICE FUND. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DELINQUENT TAXES. Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

ENCUMBRANCE. Commitments for unperformed contracts for goods or services.

EXPENDITURES. Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlement and shared revenues.

FISCAL YEAR. A 12 -month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FIXED ASSETS. Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land.

FUND. A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, and related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE. The difference between assets and liabilities reported in a governmental fund. Fund balances are either designated or undesignated.

GENERAL FUND. The fund used to account for all financial resources, except those required to be accounted for in another fund.

GENERAL LONG TERM DEBT. Long term debt expected to be repaid from governmental funds.

GENERAL OBLIGATION BONDS. Bonds issued the repayment of which the full faith and credit of the city is pledged.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Government Accounting Standards Board.

GOVERNMENTAL FUNDS. Funds generally used to account for tax supported activities. There are five different types of governmental funds, of which the city uses four of these. The general fund, is the main operating fund of the city. The special revenue funds, are used to account for proceeds from specific sources to be used for legally restricted purposes, but normally not for major capital projects. The debt service funds, which are for the accumulation of resources to pay principle and interest on the City's general long term debt. The capital project funds, which are used for the acquisition or construction of major capital facilities.

LEGAL LEVEL OF BUDGETARY CONTROL. The level at which spending in excess of budgeted amounts would be a violation of law. The legal level of budgetary control is at the fund level.

LEVEL OF BUDGETARY CONTROL. One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are (a) appropriated budget, (b) legally authorized non-appropriated budget process or (c) non-budgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized non-appropriated budget review and approval process, but still are relevant for sound financial management and oversight.

LEVY. (1) (verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MODIFIED ACCRUAL BASIS. The basis of accounting associated with the governmental fund-type measurement focus. Under it, revenues and other financial resources are recognized when they become susceptible to accrual, that is when they become both "measurable" and "available" to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred

except for inventories of materials and supplies that may be considered expenditures either when purchased or when used. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING TRANSFERS. All interfund transfers other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

PROGRAM BUDGET. A budget wherein expenditures are based primarily on programs of work and secondarily on character and object class.

PROPRIETARY FUND TYPES. Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

REVENUES. (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

SPECIAL ASSESSMENTS. A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL REVENUE FUND. A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

TAX LEVY ORDINANCE. An ordinance through which taxes are levied.

TAX RATE. The amount of tax stated in terms of a unit of the tax base (e.g., specified amount per \$1,000 of assessed valuation of taxable property).

TAX RATE LIMIT. The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose or to taxes imposed for all purposes, and may apply to a single government or to a class of governments operating in a particular area. Overall tax-rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

LIST OF ACRONYMS AND ABBREVIATIONS

ATZ - Approach Transition Zone
AWC- Association of Washington Cities
CCS - Catholic Community Services
CDBG - Community Development Block Grant
CIP - Capital Improvement Program
COLA - Cost of Living Adjustment
DUI/DWI - Driving Under the Influence /Driving While Intoxicated
DWLS - Driving While License Suspended
SKCEDI - Southwest King County Economic Development Initiative
EIS - Environmental Impact Statement
FEMA - Federal Emergency Management Agency
FEMA CERT - Federal Emergency Mgmt Agency, Community Emergency Response Team
FTE - Full Time Equivalent
GIS - Geographic Information System
HUD - Housing and Urban Development, United States Department of
KCHA - King County Housing Authority
LID - Local Improvement District
MVET - Motor Vehicle Excise Tax
NLC - National League of Cities
NPDES - National Pollutant Discharge Elimination System
PSRC - Puget Sound Regional Council
REET - Real Estate Excise Tax
ROW - Right Of Way
SCA - Suburban Cities Association
SEPA - State Environmental Policy Act
SWKCC - Southwest King County Chamber of Commerce
SWM - Surface Water Management
TOD - Transit Oriented Development
VAL VUE - Valley View Sewer District
WCIA - Washington Cities Insurance Authority
WD 111 - Water District #111
WRIA - Water Resource Inventory Area (Watershed Management Project)
WSDOT - Washington State Department of Transportation