



*City of Tukwila, Washington*

# 2013–2014 BIENNIAL BUDGET

*Adopted December 3, 2012 by Ordinance #2389*



*Tukwila Police – Neighborhood Resource Center*





**CITY OF TUKWILA  
WASHINGTON**

**ADOPTED BIENNIAL BUDGET  
2013-2014**

**Elected Officials**

**MAYOR:** Jim Haggerton

**COUNCIL:** Joe Duffie  
Dennis Robertson  
Allan Ekberg  
Verna Seal  
Kathy Hougardy  
De'Sean Quinn  
Kate Kruller

**POPULATION:** 19,486

**ASSESSED VALUATION:** \$4,636,083,425 (Estimated)

Cover Photo by Craig Zellerhoff

New Neighborhood Resource Center (NRC)-Tukwila International Boulevard

## 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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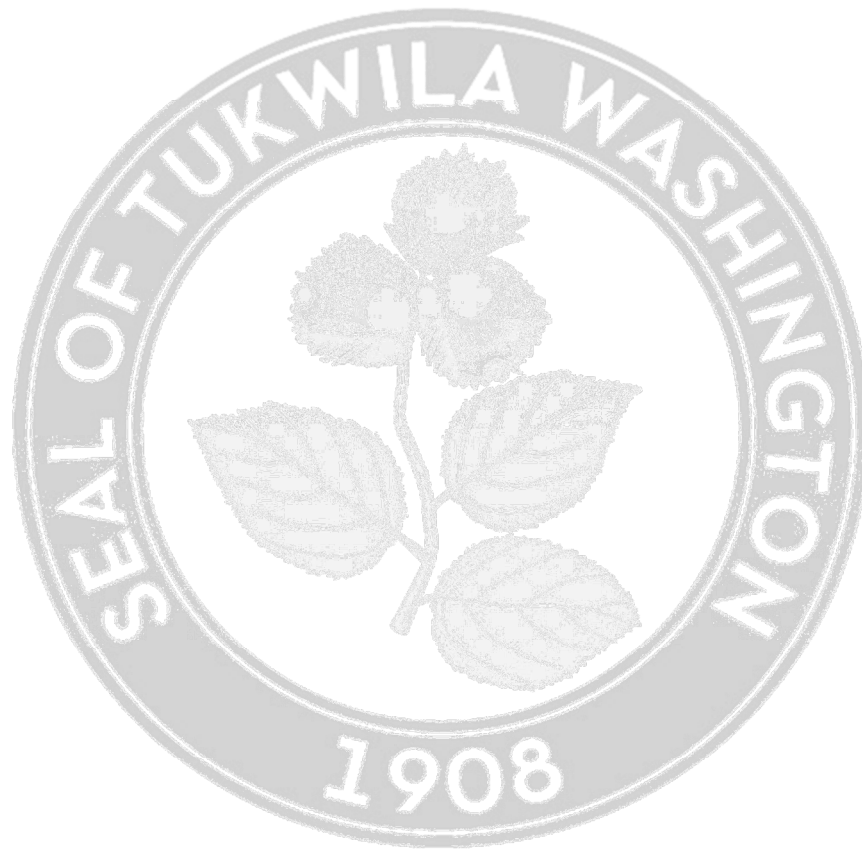
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## *City of Tukwila*

*Jim Haggerton, Mayor*

6200 Southcenter Boulevard • Tukwila, Washington • 98188  
Tel 206-433-1800 • [www.tukwilawa.gov](http://www.tukwilawa.gov)

January 7, 2013

To the Tukwila City Council and Community:

I am pleased to forward the 2013-2014 Biennial Budget to the Tukwila City Council and the community. The 2013-2018 Financial Planning Model and Capital Improvement Program are produced together as a separate planning document with the 2013-2014 portion of the six-year Financial Planning Model reflecting the 2013-2014 biennial budget. The budget incorporates the recommendations suggested by the Council during the budget workshops held in early October and the discussions conducted during the November Council meetings. Additionally, a public hearing was held on November 26, 2012 which gave citizens and other interested parties the opportunity to give their input on the budget prior to adoption.

This budget process was significantly different from previous years, in that the Council was involved much earlier in providing important input and guidance in developing the budget. I want to thank the Council for its dedication and support for the community.

Tukwila is a great City and we are making it better through our combined efforts. Tukwila, like many communities, has weathered some difficult financial challenges over these past few years. Fortunately, we are on better financial footing than other cities due to the past actions of the Council and the long-range plans for the City.

This year, the City began a long-range strategic planning process that has engaged the community and City staff members. This effort has reaffirmed that Tukwila is a unique place and that all of our stakeholders; Councilmembers, residents, businesses, community leaders, school officials and staff and City employees, want to create a better place for those who live, work, and play here. This planning has enlightened the budget planning process by helping us clarify and prioritize the issues most important to the Tukwila community. The outreach effort across our culturally diverse residential population, seniors and youth, and the small and large business community, has affirmed our commitment to build stronger neighborhoods and to continue efforts in forging strong, viable partnerships with the business community. Building stronger relationships with our school districts will enable us to work collaboratively with employers and educators in an effort to provide job opportunities in Tukwila – to the people who live in Tukwila – a win/win for all of us.

Using the information we have heard throughout the Strategic Planning process, the City will formulate short-term and long-term plans, services, and capital improvement projects that improve



public safety, enhance the appearance and value of our neighborhoods, and attract and retain businesses.

### ***Financial Sustainability***

Financial sustainability is the major theme for this biennial budget. In the early discussions with the City Council, we confirmed the City's commitment to create a better financial future for our community through the actions we take today. We have focused on living within our means, providing a safe community, making long-term investments that will result in ongoing savings, and investing in programs and services that help the City improve efficiencies, reduce redundancies, and deliver exceptional customer service.

### ***Balanced Six-Year Plan – Build Reserves, Maintain Services, and Invest in Public Safety***

Per Council direction, this budget provides for a true reserve fund that will ensure the City is better able to weather future economic downturns or emergency situations. This budget maintains the level of services from the last biennium by holding the line on additional staffing and services and strengthens the City's service capacity in areas of most need as identified by City Council, Administration and our citizens while maintaining all other levels of service.

### ***Invest in Public Safety Services***

The difficult economic situation in the prior biennial budget process in 2010 required the elimination of several positions throughout the City, including some services in the Police Department. Fortunately and with Council support, in 2011 the City added three new officers and in August 2012, the City reaffirmed its strong police presence on Tukwila International Boulevard by re-opening the improved Neighborhood Resource Center. The community has already seen a positive difference with the new bike officers patrolling this area.

In the 2013-2014 budget, the City continues funding for these three officers and the Neighborhood Resource Center until it can move into its new location as part of Tukwila Village. The budget also includes ongoing funding starting in 2014 for three officers that were previously covered through Federal COPS grant funding.

### ***New Initiatives – Improving Public Safety***

In the 2013-2014 budget, I have added significant additional targeted resources to assist the community in the highest priority areas with a clear focus on Tukwila International Boulevard. During the Budget Workshops, the Council reaffirmed our community's priority of improving public safety, with a special emphasis on crime reduction.

- Comprehensive Crime Reduction - The budget includes more than \$1 million in new programs that will reduce crime in our community. Building on the crime reduction initiatives recommended originally by the Police Department, this budget will focus on hot spots and increase support for investigations. Specifically, it will include:
- Five new employees in the police department - More than \$500,000 will be dedicated to hiring new police officers and support staff that will focus on crime reduction strategies that have

been effective in other communities. The community will see an increased police presence throughout all of our neighborhoods with an emphasis on Tukwila International Boulevard

- Investments in our Urban Renewal Area on the Boulevard – To assist in the transformation of the Boulevard into a safer neighborhood and a vibrant business district, the City will invest up to \$400,000 each year in expanding its holdings in this area. These one-time investments will provide for long-term savings in specifically targeting the high crime areas.
- Proactive Code Enforcement – The City is reaffirming its commitment to proactive code enforcement through an investment of approximately \$50,000 each year, which will cover the cost of additional staff resources, more coordination across departments and full implementation of the Rental Housing and Nuisance Property Ordinances.
- Tukwila International Boulevard – The City will invest \$70,000 to hire a full-time staff member, supported through new revenues from our recently signed contract with Waste Management, to focus on garbage collection and keeping the Tukwila International Boulevard presentable. This will include installation of more than twenty new trash receptacles, new glass in the bus shelters, and replacing light fixtures.

Tukwila International Boulevard and the surrounding neighborhoods are a key focus for the City and this continues through these new budget Initiatives.

#### *Invest in our Neighborhoods – Safe sidewalk program*

The budget includes a \$6 million investment in creating safe sidewalks in our neighborhoods: \$1.68 million in three residential communities during the 2013-2014 biennium, \$2.9 million in 2015 and approximately \$500,000 per year, beginning in 2016, as part of the six-year plan.

#### *Invest in Strategic Planning*

The budget includes an additional \$100,000 each year to continue the strategic planning process, which is a key to our future success in aligning our priorities with resources. The Community vision and goals describe the desired future of Tukwila: **The City of Opportunity – The Community of Choice**. Meeting this Vision and these Goals will require the contributions of all the city's partners, including residents, businesses, and local and regional community-based organizations.

Specifically, the Plan identifies the following five goals:

- Goal One: A Community of Inviting Neighborhoods and Vibrant Business Districts
- Goal Two: A Solid Foundation for All Tukwila Residents
- Goal Three: A Diverse and Regionally Competitive Economy
- Goal four: A High-Performing and Effective Organization
- Goal Five: A Positive Community Identity & Image.

The 2013-2014 budget provides funding for the next phase of implementation which will be critical to ensuring that the gains made through the initial planning process are carried forward through the next biennium.



### ***Invest in City Buildings and Equipment***

Throughout the strategic planning process and community outreach, we confirmed that Tukwila's primary mission is to provide for the safety and quality of life for its residents.

The City has learned that the community expects the City to provide the appropriate infrastructure to support these services.

Most of our existing City buildings do not meet current earthquake and safety standards. During the budget workshops, I heard the Council's commitment to provide safe facilities for our employees. Recognizing this need, this budget provides funding to involve the community and the Council in creating a plan to analyze immediate and long-term needs, which could include appropriate location, size, and cost for upgraded or new facilities. These investments will provide for an appropriate working environment for our first responders, City staff and the community who utilize these buildings for a wide range of City services.

### ***Efficiencies***

This year's budget process supports a new, more efficient permit process and a long-term approach to fund our vehicles and equipment. The new permit system will improve service to our customers by providing electronic plan review and a system which will allow users to track their own permits through our system. The Department of Community Development is already working to streamline its current processes to better meet the public needs prior to this new system being implemented.

The Public Works Department is to be congratulated for working with all departments to fully account for our vehicles and equipment. This budget eliminates under-utilized vehicles from the fleet and properly plans and funds all future replacement from shared cars to new fire engines. In the Fire Department, we have a plan to extend the life of the ladder truck by moving it to Station 51 as a secondary vehicle and replacing it with an engine to respond to the more common emergency calls. This is a more cost effective long-term plan for funding these equipment needs. Both of these improvements have created a more accountable and transparent system.

### ***Capital Investments***

The City will continue to support investments in our critical infrastructure, not only by creating a plan for safer facilities, but also by implementing long-range plans for our critical water, sewer and surface water management systems. Our Urban Center business area relies on adequate infrastructure to provide services. The recent investments in the new Tukwila Urban Center Access (Klickitat Project) and Southcenter Parkway Extension Project will provide critical connections to this area and help maintain Tukwila's competitive advantage. We also plan to continue investments in our residential areas with over \$1.6 million in new residential improvements, including new sidewalks and trails in the next biennium. We are also putting in place a plan for ongoing annual investments in residential neighborhoods with \$500,000 dedicated for future years.

### ***Building on Past Decisions***

In the 2010/2011 budget process, the City created a balanced approach to respond to the changing financial situation. With Council support, the City created a three-legged “stool” which included; implementation of a Revenue Generating Regulatory License (RGRL) for businesses, a focus on maintaining core services and the reduction of some other City services, and the elimination of pay increases and the assumption of additional job responsibilities as a result of layoffs of our employees.

In 2011, the community voted in favor of ongoing financial resources that would continue to support our current service levels to the public. The first was to create an independent Metropolitan Park District, which eliminated the City’s subsidy for these services, and the second was to continue to allow existing casinos to operate in the City. The combination of these actions has resulted in nearly \$3 million in additional resources, which has helped support the financial health of the City.

This year’s budget continues this theme of providing for the future health of our community.

### ***Commitment to Review Golf and Sewer Funds in early 2013***

In response to the Council budget workshops, I have directed staff to work on presenting options for moving forward on improving the financial health of the golf fund and sewer fund in early 2013. These will be brought to the appropriate Council committee and full Council for review and possible action.

Finally, the City is committed to fully supporting emergency planning efforts, including our Community Emergency Response Teams (CERT) training.

### **Key Accomplishments in 2011/2012**

#### ***Tukwila Village***

Beginning in the 1990s, the citizens of Tukwila envisioned the Tukwila Village project to redevelop a key intersection on Tukwila International Boulevard as a catalyst to revitalize the neighborhood. Over the years, the City invested nearly \$9 million in acquiring land and businesses and has explored a variety of development alternatives. In the past two years this inspiring project has gained momentum and we are working with a quality developer on a plan that is feasible and will achieve the City’s vision. In October 2012, we reached an important milestone when the Council approved the Disposition and Development Agreement (DDA) and again in December 2012 when the City Council approved the Development Agreement. We are looking forward to the first phase of the project opening in late 2014.

#### ***Strategic Plan***

In the first quarter of 2012, the City Council supported an initiative to implement the City’s first Strategic Plan to help set the course for Tukwila’s future. It will help us establish a common understanding throughout the community of what we want to achieve in the next 5-10 years and determine a path to get there. This phased process has included a community assessment, public meetings, stakeholder group discussions, focus-group sessions, surveys and outreach forums.



A Steering Committee made up of representatives from the City Council, Administration, businesses, community groups, and others, was developed and charged with reaching into the broader community to gather input and share feedback with the larger group. A Staff Committee representing various departments across the City organization was also established for the same purpose. These Ambassadors have worked diligently and faithfully to represent the interests of our residents and businesses in creating a vision for our future.

Community meetings and forums in schools and neighborhoods have afforded us the opportunity to develop a better understanding of our ethnically diverse population, and how we can meet some of the unique needs and challenges of many of our residents. We have shared information about the City and its services, and we look forward to continuing to build on these relationships in the years ahead.

The adoption of the City's Strategic Plan in December 2012 is just the beginning. It will be up to all of us to use what we've learned as a way to prioritize the vast range of needs from all of the community's stakeholders, plan for the future, and forge better, stronger relationships with each other.

### ***Capital Investments***

The Tukwila Urban Center Access Project, which rebuilt the connection between Southcenter Parkway and Klickitat Drive, began in March of 2011 and was completed ahead of schedule and under budget in October 2011. It has greatly improved traffic flow and improved connections from the I-5 off ramps entering the Tukwila Urban Center.

In November 2012, the new Southcenter Extension roadway re-opened to traffic, widening this two lane roadway to five lanes between South 180<sup>th</sup> and South 200<sup>th</sup> Streets, making the Tukwila South Development possible and providing an additional north/south travel option into the Tukwila Urban Center.

One of the City's main transportation thoroughfares is Tukwila International Boulevard. The final phase of the Boulevard was completed in the spring of 2011. The development of Tukwila Village and the focused efforts to improve safety and reduce crime in this part of our city will do much to bring vitality to this area.

### **Other Projects**

Recently, the King County Flood Control District agreed to provide valley cities with 75% of the funding needed for the removal of the temporary protection along the Green River – the sandbags and Hesco containers. The Super Sacks and Hescos were removed in September 2012 with full trail restoration to follow in Spring 2013.

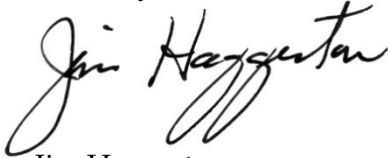
In November 2012, the City was awarded two grants from the State of Washington; one for \$9.7 million to improve the Boeing Access Road Bridge and another for \$5 million to improve Interurban Avenue South.

The Parks and Recreation Department has implemented new strategies to increase community participation in regional events. The City has redeployed the resources previously allocated to support three new events, which nearly doubled the number of participants.

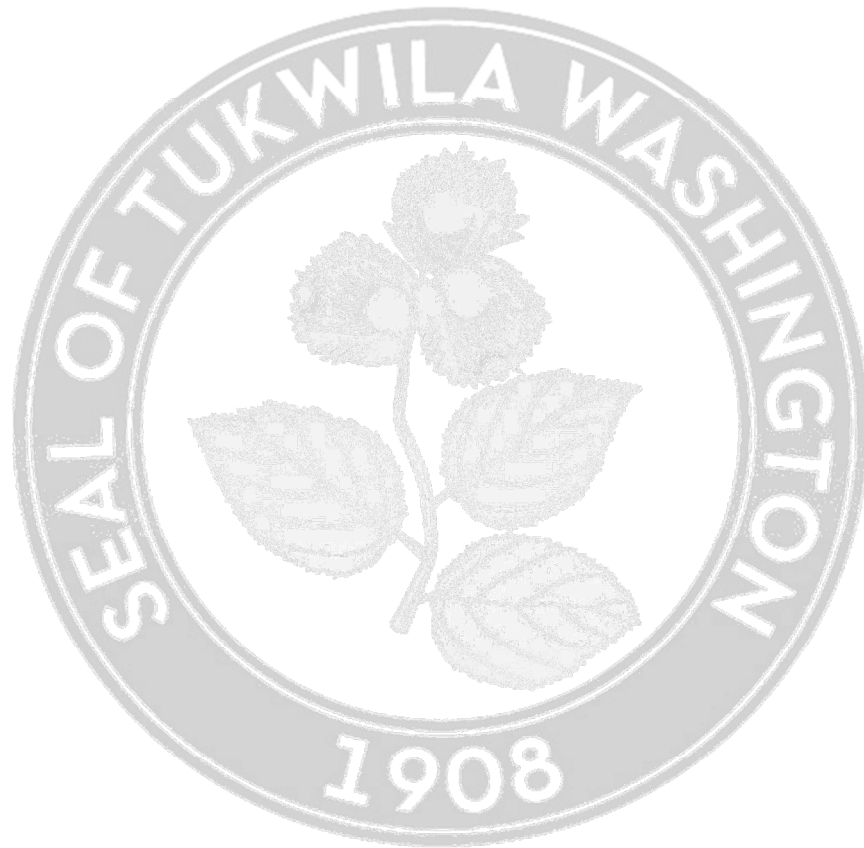
**Conclusion**

I am proud of the faith that the community has entrusted in us to support and improve the quality of life throughout Tukwila. Our City staff members, in close partnership with our community, have responded to the challenge of the past years and I believe the City's Strategic Plan will help us chart a course for continued success, economic stability and growth in the years ahead.

Sincerely,

A handwritten signature in black ink, reading "Jim Haggerton". The signature is fluid and cursive, with the first name "Jim" and last name "Haggerton" clearly distinguishable.

Jim Haggerton  
Mayor



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Tukwila**

**Washington**

For the Biennium Beginning

**January 1, 2011**

*Christopher P. Morrell* *Jeffrey R. Egan*

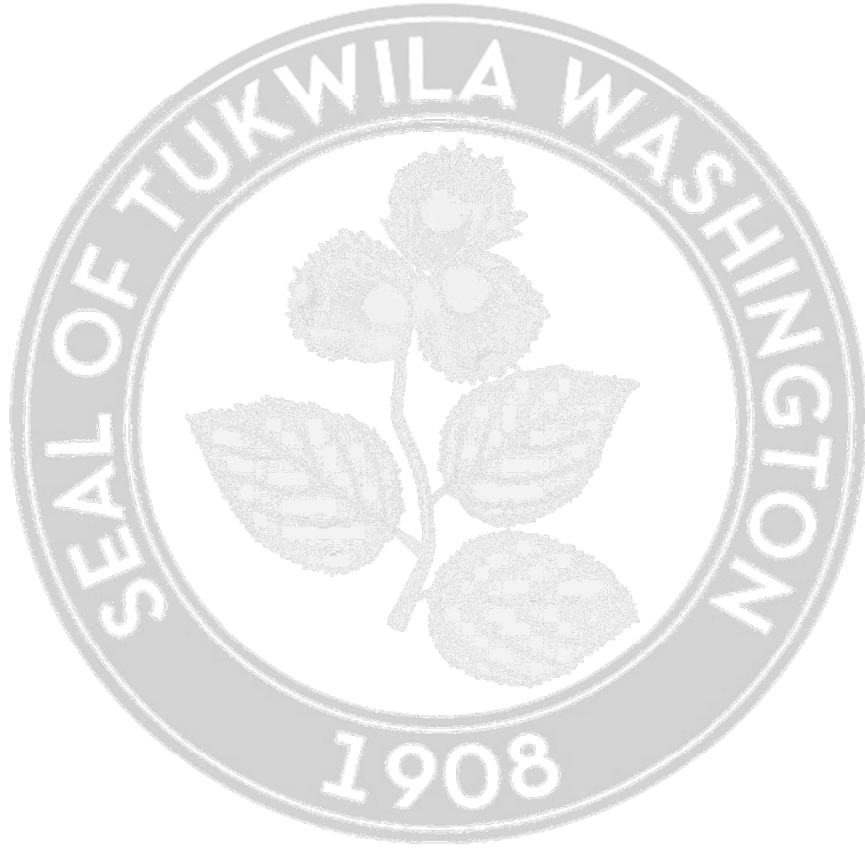
President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Tukwila, Washington for its biennial budget for the biennium beginning January 1, 2011. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of two years. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.





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# City of Tukwila

Washington

Ordinance No. 2389

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING THE BIENNIAL BUDGET OF THE CITY OF TUKWILA FOR THE 2013-2014 BIENNIUM; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the preliminary budget of the City of Tukwila for the 2013-2014 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 26, 2012;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:**

**Section 1.** The City Council hereby adopts the document entitled "City of Tukwila 2013-2014 Budget," incorporated by this reference as if fully set forth herein, in accordance with RCW 35A.34.120.

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

<u>Fund</u>	<u>Total Expenditures</u>	<u>Total Revenues</u>
000 General	\$119,730,819	\$119,730,819
101 Hotel/Motel	3,712,082	3,712,082
103 City Street	2,300,000	2,300,000
104 Arterial Street	48,887,820	48,887,820
105 Contingency	5,203,632	5,203,632
107 Fire Equipment Cumulative Reserve	1,030,000	1,030,000
109 Drug Seizure Fund	472,000	472,000
209 Limited Tax G.O. Bonds 2003	3,379,788	3,379,788
210 Limited Tax G.O. Refunding Bonds, 2003	979,750	979,750
211 Limited Tax G.O. Refunding Bonds, 2008	1,550,000	1,550,000
212 Limited Tax G.O. Bonds, 2009A	865,000	865,000

<u>Fund</u>	<u>Total Expenditures</u>	<u>Total Revenues</u>
214 Limited Tax G.O. Bonds, 2010A	1,172,114	1,172,114
216 Limited Tax G.O. Refunding Bonds, ValleyComm	472,000	472,000
217 2011 Refunding Bonds	717,000	717,000
233 2013 LID	1,707,400	1,707,400
301 Land Acquisition, Recreation & Park Devl.	4,577,000	4,577,000
302 Facility Replacement	6,366,204	6,366,204
303 General Government Improvements	2,173,684	2,173,684
304 Fire Improvements	400,200	400,200
401 Water	16,814,000	16,814,000
402 Sewer	14,401,000	14,401,000
411 Foster Golf Course	4,033,594	4,033,594
412 Surface Water	13,288,800	13,288,800
501 Equipment Rental	10,660,360	10,660,360
502 Insurance Fund	13,818,784	13,818,784
503 Insurance – LEOFF 1 Fund	1,606,680	1,606,680
611 Firemen's Pension	<u>1,537,300</u>	<u>1,537,300</u>
Total All Funds Combined	<u>\$281,857,011</u>	<u>\$281,857,011</u>

**Section 3.** A complete copy of the final budget for 2013-2014, 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.

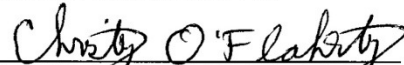
**Section 4. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

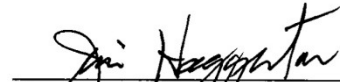
**Section 5. Severability.** If any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

**Section 6. 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 five days after passage and publication as provided by law.


PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at  
a Regular Meeting thereof this 3rd day of December, 2012.

ATTEST/AUTHENTICATED:

  
Christy O'Flaherty, MMC, City Clerk

  
Jim Haggerton, Mayor

APPROVED AS TO FORM BY:

  
Shelley M. Kerslake, City Attorney

Filed with the City Clerk: 11-28-12  
Passed by the City Council: 12-3-12  
Published: 12-6-12  
Effective Date: 12-11-12  
Ordinance Number: 2389

Attachment: City of Tukwila 2013-2014 Budget

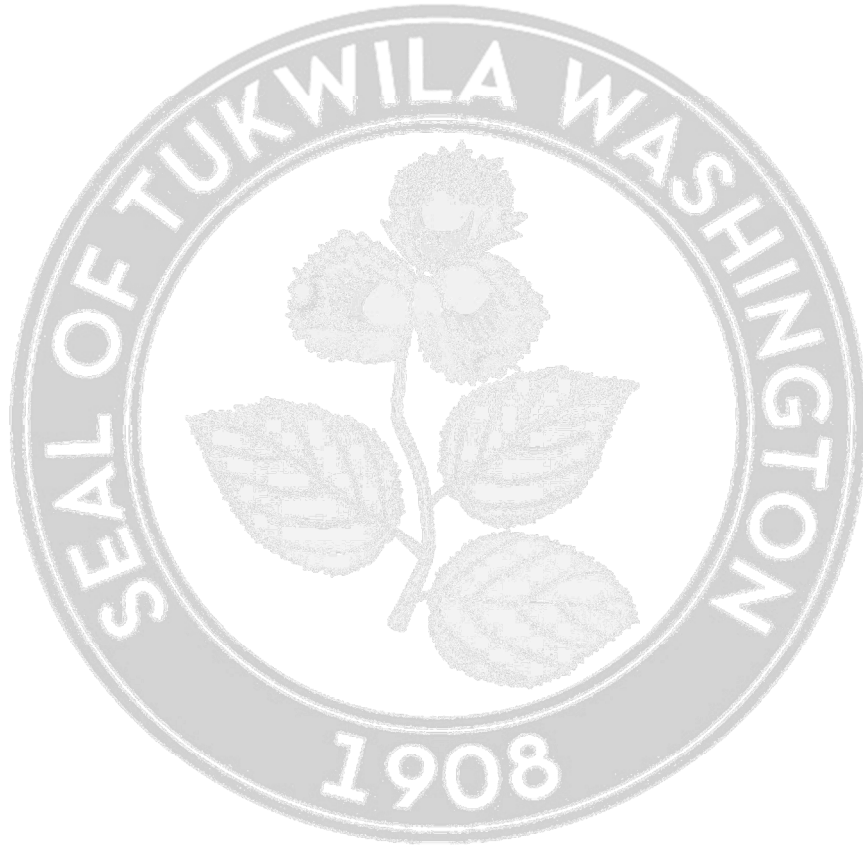
### Reconciliation of 2013-2014 Budget Summary to Ordinance Expenditures

Fund	2013 Expenditures	2014 Expenditures	2014 Ending Fund Balance	Total Expenditures
000 General	\$ 57,931,826	\$ 57,489,578	\$ 4,309,415	\$ 119,730,819
101 Hotel/Motel Tax	1,646,282	1,649,003	416,797	3,712,082
103 Residential Streets	1,027,000	650,000	623,000	2,300,000
104 Bridges and Arterial Streets	23,583,425	25,212,291	92,104	48,887,820
105 Contingency	-	-	5,203,632	5,203,632
107 Fire Equipment Cumulative Reserve	1,030,000	-	-	1,030,000
109 Drug Seizure	55,000	55,000	362,000	472,000
209 Limited Tax G.O. Bonds 2003	3,379,787	-	1	3,379,788
210 Limited Tax G.O. Refunding Bonds, 2003	490,500	488,250	1,000	979,750
211 Limited Tax G.O. Refunding Bonds, 2008	737,000	812,000	1,000	1,550,000
212 Limited Tax G.O. Bonds, 2009, SCORE	429,815	431,166	4,019	865,000
214 Limited Tax G.O. Bonds, 2010	585,074	584,424	2,616	1,172,114
216 Limited Tax G.O. Refunding Bonds, ValleyComm	240,880	229,280	1,840	472,000
217 Limited Tax G.O. Bonds Refunding, 2011	167,975	547,675	1,350	717,000
233 Local Improvement District Bonds, 2013	859,000	848,400	-	1,707,400
301 Land Acquisition, Recreation & Park Devl.	1,122,000	2,682,000	773,000	4,577,000
302 Facility Replacement	590,000	4,365,000	1,411,204	6,366,204
303 General Government Improvements	1,454,937	460,205	258,542	2,173,684
304 Fire Improvements	-	-	400,200	400,200
401 Water	6,596,809	7,099,456	3,117,735	16,814,000
402 Sewer	7,163,884	6,683,813	553,302	14,401,000
411 Foster Golf Course	1,707,617	1,751,908	574,069	4,033,594
412 Surface Water	5,126,694	7,129,092	1,033,014	13,288,800
501 Equipment Rental & Replacement	3,883,538	2,414,633	4,362,189	10,660,360
502 Self-Insured Healthcare Plan	5,012,149	5,373,006	3,433,629	13,818,784
503 LEOFF 1 Self-Insured Healthcare Plan	508,491	553,078	545,111	1,606,680
611 Firemen's Pension	70,900	72,727	1,393,673	1,537,300
Total	\$ 125,400,582	\$ 127,581,986	\$ 28,874,442	\$ 281,857,011



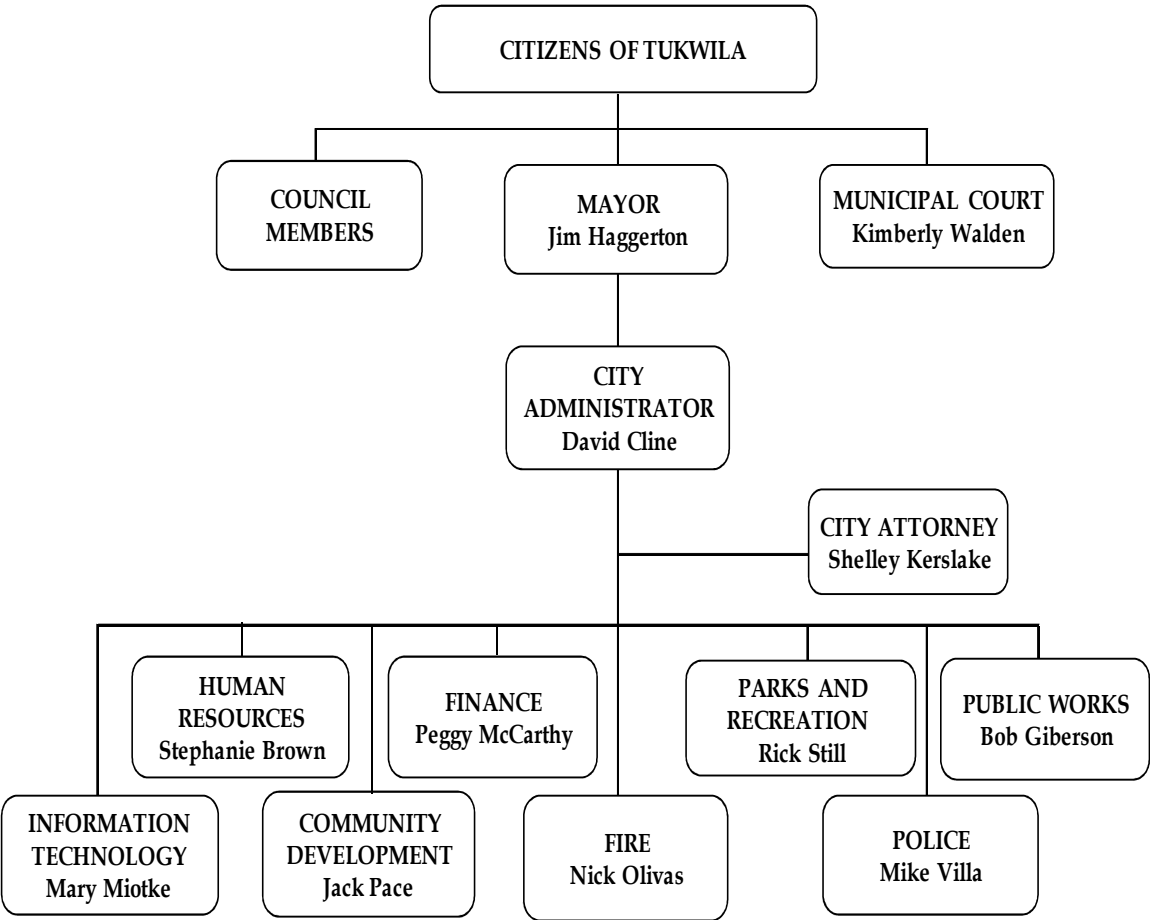
### Reconciliation of 2013-2014 Budget Summary to Ordinance Revenues

Fund	2013 Beginning			
	Fund Balance	2013 Revenues	2014 Revenues	Total Revenues
000 General	\$ 3,800,000	\$ 59,515,079	\$ 56,415,741	\$ 119,730,819
101 Hotel/Motel Tax	650,000	1,524,766	1,537,316	3,712,082
103 Residential Streets	700,000	839,000	761,000	2,300,000
104 Bridges and Arterial Streets	200,000	23,694,820	24,993,000	48,887,820
105 Contingency	1,500,000	1,501,816	2,201,816	5,203,632
107 Fire Equipment Cumulative Reserve	1,030,000	-	-	1,030,000
109 Drug Seizure	280,000	96,000	96,000	472,000
209 Limited Tax G.O. Bonds 2003	3,303,000	76,788	-	3,379,788
210 Limited Tax G.O. Refunding Bonds, 2003	1,000	490,500	488,250	979,750
211 Limited Tax G.O. Refunding Bonds, 2008	1,000	737,000	812,000	1,550,000
212 Limited Tax G.O. Bonds, 2009, SCORE	1,000	432,000	432,000	865,000
214 Limited Tax G.O. Bonds, 2010	1,000	586,057	585,057	1,172,114
216 Limited Tax G.O. Refunding Bonds, ValleyComm	1,000	241,000	230,000	472,000
217 Limited Tax G.O. Bonds Refunding, 2011	1,000	168,000	548,000	717,000
233 Local Improvement District Bonds, 2013	-	859,000	848,400	1,707,400
301 Land Acquisition, Recreation & Park Devl.	500,000	1,149,000	2,928,000	4,577,000
302 Facility Replacement	2,000,000	5,602	4,360,602	6,366,204
303 General Government Improvements	200,000	1,347,842	625,842	2,173,684
304 Fire Improvements	300,000	50,100	50,100	400,200
401 Water	4,000,000	5,392,000	7,422,000	16,814,000
402 Sewer	1,100,000	6,655,000	6,646,000	14,401,000
411 Foster Golf Course	200,000	1,791,597	2,041,997	4,033,594
412 Surface Water	2,000,000	4,206,900	7,081,900	13,288,800
501 Equipment Rental & Replacement	4,000,000	3,823,058	2,837,302	10,660,360
502 Self-Insured Healthcare Plan	4,500,000	4,659,392	4,659,392	13,818,784
503 LEOFF 1 Self-Insured Healthcare Plan	1,600,000	3,340	3,340	1,606,680
611 Firemen's Pension	1,420,000	58,650	58,650	1,537,300
Total	\$ 33,289,000	\$ 119,904,306	\$ 128,663,705	\$ 281,857,011



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City of Tukwila, Washington  
2013-2014 Organization Chart



**CITY OFFICIALS****2012 CITY COUNCIL**

Council President  
 Councilmember  
 Councilmember  
 Councilmember  
 Councilmember  
 Councilmember  
 Councilmember

Verna Seal  
 Joe Duffie  
 Dennis Robertson  
 Allan Ekberg  
 Kathy Hougardy  
 De'Sean Quinn  
 Kate Kruller

**CITY ADMINISTRATION**

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

Jim Haggerton  
 David Cline  
 Peggy McCarthy  
 Jack Pace  
 Rick Still  
 Bob Giberson  
 Nick Olivas  
 Mike Villa  
 Stephanie Brown  
 Mary Miotke  
 Kimberly Walden  
 Kenyon Disend, PLLC

**2013-2014 ADOPTED 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 Technician

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

## **CITY BOARDS AND COMMISSIONS**

### **ARTS COMMISSION**

Brian Kennedy  
Cynthia Chesak

Steve Mullet

Trisha Gilmore

City Staff:

Stephanie Gardner, Administrative Secretary – Parks & Recreation Department

### **CIVIL SERVICE COMMISSION**

Dennis Sivak

Ronald Johnston

Carol Zuvela

City Staff:

Kim Gilman, Civil Service Examiner – Human Resources Department

### **COMMUNITY-ORIENTED POLICING BOARD**

Jun Castillo  
Jerry Thornton  
Jeffrey Baker

Kim Karnes  
Bophary Du  
Sebastian Weitzel

Arthur Rosengren  
Lynn Churchill

City Staff:

Phi Huynh, Administrative Secretary, Police Department

### **EQUITY AND DIVERSITY COMMISSION**

Verna Seal  
Mary Hulvey  
Charlie Penor

Katherine Gantz  
Mellody Matthes  
Aaron Dragonov

Joan Hernandez  
Brenna Arnesen  
Carolyn Barge

City Staff:

Joyce Trantina, Project Analyst – Mayor's Office

### **HUMAN SERVICES ADVISORY BOARD**

Terra Straight  
Chuck Parrish  
Jan Bolerjack

Nina Williams  
Sharon Kidd

Jennafer Price-Cargill  
Linda Weedman

City Staff:

Evelyn Boykan, Program Manager – Human Services Division

Stacy Hansen, Human Services Coordinator – Human Services Division

### **LIBRARY ADVISORY BOARD**

Sharon Kidd  
Geraldine Ventura

Steve Miller  
Linda McLeod

Marie Parrish

City Staff:

Stephanie Gardner, Administrative Secretary – Parks & Recreation Department



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

Verna Seal  
Mike Schabbing  
Mike Miller

Maureen Huffman  
Tom Dezutter  
Kelly McMeekin

Miesa Berry  
Andrew Ciarrochhi  
Mikel Hansen

City Staff:

Kristina Thorne, Administrative Support Specialist – Tourism/Marketing

**PARKS COMMISSION**

Sean Albert  
Scott Kruize

Alice Russell  
Don Scanlon

Joanne McManus

City Staff:

Dave Johnson, Recreation Superintendent – Parks & Recreation Department

**PLANNING COMMISSION/BOARD OF ARCHITECTURAL REVIEW**

Louise Strander  
Tom McLeod  
Sharon Mann

Cassandra Hunter  
David Schumate

Mikel Hansen  
Brooke Alford

City Staff:

Wynetta Bivens, Administrative Secretary – Department of Community Development

**SISTER CITY COMMITTEE**

Sharon Baker-Myklebust  
Patricia Timm

Audrey Davis  
Bonnie Mullet

Domenic Baker  
Wayne Smith

City Staff:

Stephanie Gardner, Administrative Secretary – Parks & Recreation Department

## 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 concentrations 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 105-year old community incorporated in 1908, encompassing an area of 9.7 square miles.
- Current population is 19,486.
- 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 the Puget Sound region, approximately 12 miles south of downtown 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 Mayor's 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.



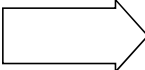














The concept of a two-year appropriation is straightforward. Rather than a twelve-month window during which the appropriated funds can be legally spent, a biennial budget provides for a twenty-four month window. The two-year budget provides an opportunity to widen the planning horizon and allow more long-term 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.

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 1<sup>st</sup> and is to be completed by the end of the first year of the budget.

The typical calendar for the City of Tukwila's Budget is as follows:

2013-2014 Budget Calendar	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2012</b>												
Mayor and Council budget retreat to update the vision for the City.												
Mayor, City Administrator, and Finance Director meet to discuss budget priorities.												
Budget instructions and forms are distributed to departments.												
Department Directors complete budget and return to Finance.												
Departments review budgets, goals, and accomplishments with the Finance Director.												
Departments review budgets, goals, and accomplishments with the Mayor and City Administrator												
Finance department prepares revenue forecasts.												
Department budgets are adjusted based on the Mayor's recommendations and revenue forecasts.												
Budget kickoff workshop held with Council.												
Proposed budget is filed with the City Clerk, distributed to City Council and made available to the public.												
Council/Mayor Work Session on budget recommendations.												
Mayor presents preliminary budget.												
Public budget hearing #2.												
Property tax levy is set by ordinance.												
Budget and CIP are adopted by ordinance.												

**2013-2014 Budget Calendar**

<b>Budget Process</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>2013</b>												
Final budget published and distributed.												
Instruction packet for Mid-biennial review and modification distributed to Departments.												
Departments review budgets and prepare budget modifications.												
Department Directors return budget modification requests to Finance.												
Departments review budget modifications with the Mayor and City Administrator.												
Budget modifications adjusted based on Mayor's recommendations.												
Department budget modification requests are reviewed by Council Committees.												
Notice of public budget hearing #1 on proposed budget modification is published.												
Proposed budget modification is filed with the City Clerk, distributed to City Council and made available to the												
Public budget hearing #1.												
Notice of public budget hearing #2 is published.												
Public budget hearing #2 is held and property tax levy is set by ordinance.												
Council/Mayor Work Session on budget recommendations.												
CIP Amendment and Mid-biennial budget modification are adopted by ordinance.												
<b>2014</b>												
Mayor and Council budget retreat to update the vision for the City.												
Mid year Budget Amendment is adopted by ordinance if necessary.												
Year-end Budget Amendment is adopted by ordinance, if necessary.												

## 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.

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.

## 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 Funds

These funds account for resources necessary to pay principal and interest on general long-term debt. Debt limits are based on percentages of assessed valuation, with voted debt requiring a 60% majority of the city electorate. Information on the City's legal debt margin is presented in the schedule below.

Legal Debt Margin Information		
Assessed Value as of December 31, 2011	\$	4,752,606,030
Debt Limit (7.5% of assessed value)		356,445,452
Debt applicable to limit:		
General obligation bonds		28,006,800
Other long-term debt		3,005,016
		<u>31,011,816</u>
Less: Amount set aside for repayment of		
general obligation debt and contracts payable		(3,330,313)
Total net debt applicable to limit		27,681,503
Legal Debt Margin	\$	<u><u>328,763,949</u></u>

Tukwila has a Limited General Obligation bond rating of AA- with Fitch and A1 with Moody.



**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: Land Acquisition, 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.

## 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.

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 is in process of development.

- 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 – At the close of each fiscal year, the General Fund balance and the Reserve Fund balance shall equal or exceed 10% of previous year General Fund revenue, exclusive of non-operating, non-recurring revenues such as real estate sales or transfers in from other funds. Enterprise funds, at the close of each fiscal year, fund balance shall equal or exceed 20% of the previous year revenue, exclusive of significant non-operating, non-recurring revenues such as real estate sales, transfers in from other funds or debt proceeds.

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 two 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 by 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 can be found in the Capital Budget tab section. The 2013-2014 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 revenues and expenditures for all funds. The plan focuses analysis on revenue sources in order to inform users of this document on how the City funds the 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 2013-2014 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 governmental fund 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**  
**2013 - 2018 Analysis in 000's**

		BUDGET		PROJECTIONS				Totals 2013 - 2018
		2013 Budget	2014 Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	
<b>REVENUES (see A-1)</b>								
<u>General Revenues</u>								
1	Sales Tax	\$ 16,464	\$ 16,879	\$ 17,114	\$ 17,592	\$ 18,083	\$ 18,590	\$104,722
2	Property Taxes	13,814	14,321	14,679	15,046	15,422	15,808	89,090
3	Utility Taxes	4,288	4,357	4,488	4,622	4,761	4,904	27,420
4	RGRL	1,750	1,768	1,812	1,858	1,904	1,952	11,043
5	One-time revenue	8,500	4,355	3,500	2,000			18,355
6	Interfund Utility Taxes	1,486	1,585	1,664	1,747	1,835	1,927	10,244
7	Gambling Taxes	2,097	2,207	2,229	2,251	2,274	2,297	13,355
8	Contract Agreement - SCL	2,206	2,250	2,318	2,387	2,459	2,532	14,152
9	Charges/Fees for Services	3,836	3,902	4,019	4,140	4,264	4,392	24,552
10	Transfers In - Other Funds	2,036	2,085	2,148	2,212	2,278	2,347	13,106
11	Intergovernmental Revenue	1,439	1,062	1,083	1,105	1,127	1,150	6,966
12	Other Taxes/Miscellaneous	1,599	1,644	1,693	1,744	1,796	1,850	10,327
13	Subtotal	59,515	56,415	56,747	56,704	56,203	57,747	343,331
<u>Dedicated Revenues (Capital)</u>								
15	Real Estate Excise Taxes	260	260	268	276	284	293	1,640
16	Motor Vehicle Taxes	374	377	388	400	412	424	2,376
17	Property tax-Greenbelt levy	34	0	0	0	0	0	34
18	Parking Taxes	151	151	156	160	165	170	953
19	Revenues above Included in CIP	(744)	(747)	(486)	(759)	(781)	(790)	(4,307)
		75	41	326	77	80	97	696
20	Investment Income/Misc (Capital)	21	9	9	9	9	10	67
21	Subtotal	96	50	334	86	89	107	762
22	<b>TOTAL REVENUE AVAILABLE</b>	<b>59,611</b>	<b>56,465</b>	<b>57,082</b>	<b>56,790</b>	<b>56,293</b>	<b>57,853</b>	<b>344,094</b>
<b>EXPENDITURES</b>								
23	Operations & Maintenance: (See Attachment B)	48,142	48,924	50,722	51,990	53,290	54,622	307,690
24	Transfers: Operating	475	675	323	329	316	283	2,400
25	Transfers: Reserve Fund	1,500	2,200	3	119	146	150	4,118
26	Debt Service (a)	5,964	3,026	2,859	2,632	2,634	2,628	19,744
27	Admin/Engineering overhead	414	429	440	451	463	474	2,672
28	Subtotal Available	3,115	1,210	2,734	1,269	(555)	(303)	7,470
<u>Capital Projects - Attachment C</u>								
29	Residential Streets	289	(10)	2,380	500	500	500	4,159
30	Arterial Streets/Bridges	4,168	1,785	2,542	1,359	1,431	1,515	12,800
31	Parks & Trails	17	(33)	17	(98)	(103)	(99)	(299)
32	Facilities	580	0	0	0	0	0	580
33	General Improvements	478	200	200	200	200	200	1,478
34	Fire Improvements	(50)	(50)	(50)	(50)	(50)	(50)	(300)
35	Subtotal Capital	5,482	1,892	5,089	1,911	1,978	2,066	18,418
36	<b>Change in fund balance (b)</b>	(2,367)	(682)	(2,355)	(642)	(2,533)	(2,369)	(10,948)
37	Beginning fund balances	11,289	8,922	8,240	5,885	5,243	2,710	11,289
38	<b>Ending fund balances</b>	<b>\$ 8,922</b>	<b>\$ 8,240</b>	<b>\$ 5,885</b>	<b>\$ 5,243</b>	<b>\$ 2,710</b>	<b>\$ 341</b>	<b>\$ 341</b>
39	<b>Reserve fund balance (c)</b>	<b>\$ 3,000</b>	<b>\$ 5,203</b>	<b>\$ 5,206</b>	<b>\$ 5,325</b>	<b>\$ 5,470</b>	<b>\$ 5,620</b>	<b>\$ 5,620</b>

(a) The 2013 debt service includes \$2.6M to payoff the outstanding golf course bonds in December 2013.

(b) The change in fund balance for 2013 and 2014 includes a payment to the Reserve / Contingency fund of \$1.5M and \$2.2M respectively.

(c) Represents the ending fund balance of the Reserve / Contingency Fund 105.

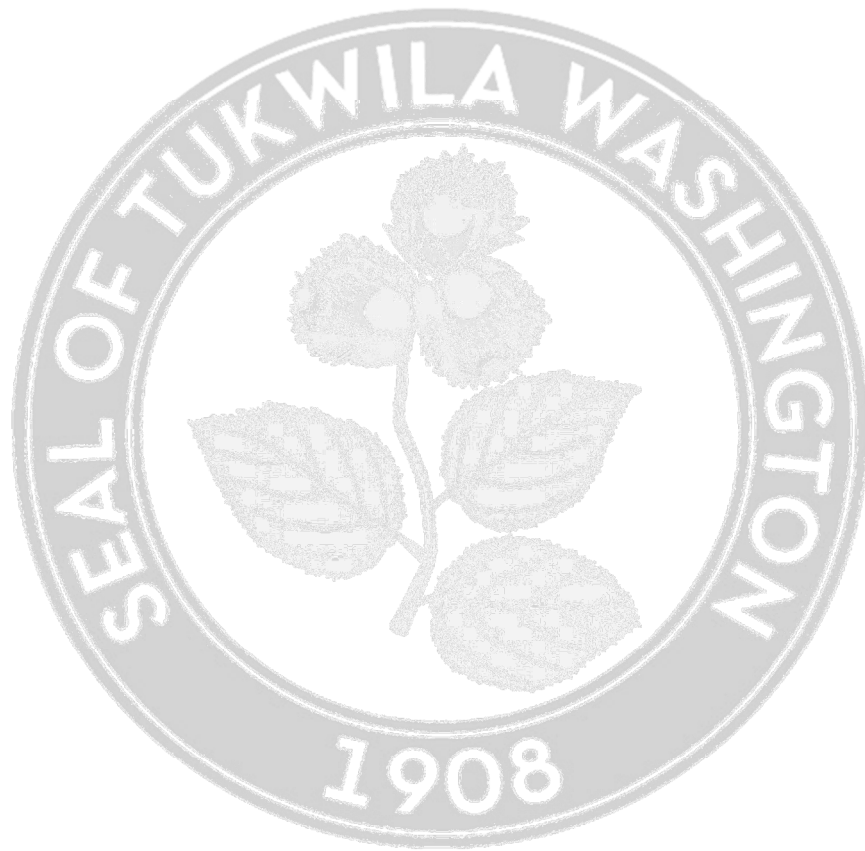


Revenues and expenditures are projected on the basis of assumed economic relationships. Revenues are forecast on the basis of future economic and demographic factors. Expenditures are forecast based on past trends modified by present and future conditions. Future conditions are based upon a series of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

The Tukwila economy is cyclical and is still recovering from the recession that began in 2008. Unemployment is slowly declining and change in personal income is forecasted to slightly outpace change in Seattle area CPI. Housing and construction sectors are also showing signs of recovery. However, volatility in the stock market, European and Asian economic issues, and the war on terrorism and unfunded mandates by state and federal government for criminal justice and human services have all had an impact on the General Fund budget. Modest economic growth is reflected in the revenue forecasts through 2014 with gradual and steady improvement shown in the 2015-2018 projections. This forecast is relying on a 1% increase for property taxes plus an average factor for new construction. Expenditures involving public safety and public services are expected to increase at a greater rate. Commercial development, residential developments, and new annexations are a few of the areas expected to increase the demand for public services. The Finance Department will continue to study revenue options and enhancements to offset any decline in future revenues and also look for cost containment opportunities.

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. Should growth occur slower than anticipated the adverse effect on fund balance may be greater than predicted.

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 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.



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## BUDGET SUMMARY

This section summarizes the 2013-2014 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 followed by summarized budget data of revenues and expenditures for all funds combined. The reader is encouraged to refer to the 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:

- |                   |  |
|-------------------|--|
| <b>Fund</b>       | 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 out 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. |
| <b>Department</b> | A department designates a major function of City operations, e.g., Public Works or Parks and Recreation.   |
| <b>Program</b>    | 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.   |
| <b>Object</b>     | 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 policies, framework has been developed in response to multi-year fiscal pressures.

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 last 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 adopted several pieces of legislation which have limited the ability of local governments to increase revenues and future taxing ability. Although Tukwila's economy has somewhat stabilized, these revenue limitations have negatively impacted Tukwila's revenues. Revenue is growing slowly and demand for services continues to increase. This trend will continue to have a substantial impact on Tukwila's budget.

Challenges for the future include an ever increasing 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. The City will need to improve the level of service, particularly in the area of public safety, while controlling costs.

During 2013, the City will look at different operational and financial options for operating Foster Golf Links to determine if a more cost effective method for operating the golf course is available. Additionally, the Sewer Fund will be reviewed to determine the best method to keep the fund solvent.

### Budget Development

The 2013-2014 biennial budget was developed with the themes of financial sustainability, maintaining existing service levels, and building reserves. During the strategic planning process and council workshops several priorities were identified. These priorities include an investment in public safety and a comprehensive crime reduction plan, supporting the nuisance ordinance, code enforcement, and building reserves; and were incorporated into the budget process. Additionally, emphasis was added to fleet management and facilities.

The Equipment Rental Fund was revised with the intent of creating a financially sustainable plan that accounts for the full replacement cost of equipment. The fund now includes all equipment used by the City including fire engines and the ladder truck. Previously, fire equipment was accounted for in a different fund. Low and underutilized vehicles have been eliminated which reduced the City's fleet by over five percent.

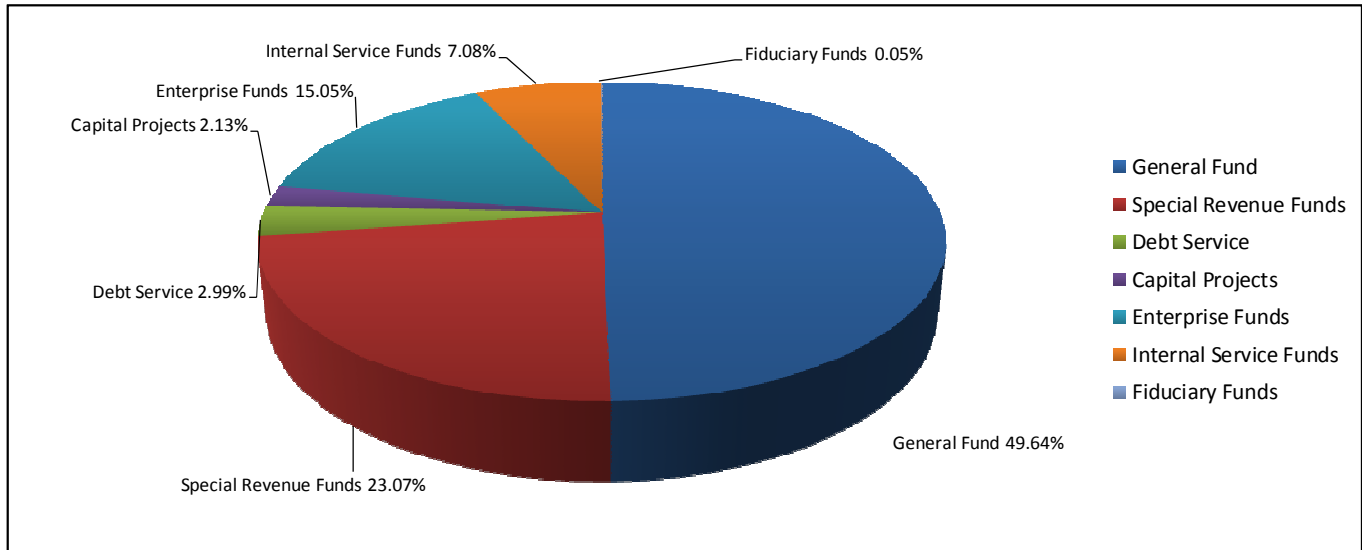
During the 2013-2014 biennium the City will enter the beginning phase of the facilities plan. This plan will ensure that city-owned buildings meet current safety standards for earthquakes and health, are energy efficient, and provide better service to the public. It is anticipated that initial planning and scoping activity for facilities improvement will occur in this biennium.

This budget sets the stage for long-term financial sustainability for the City. The strategic plan is identifying priorities that the City will focus on over the next six years including maintaining service levels that are important to our communities, investing in public safety, and building reserves.

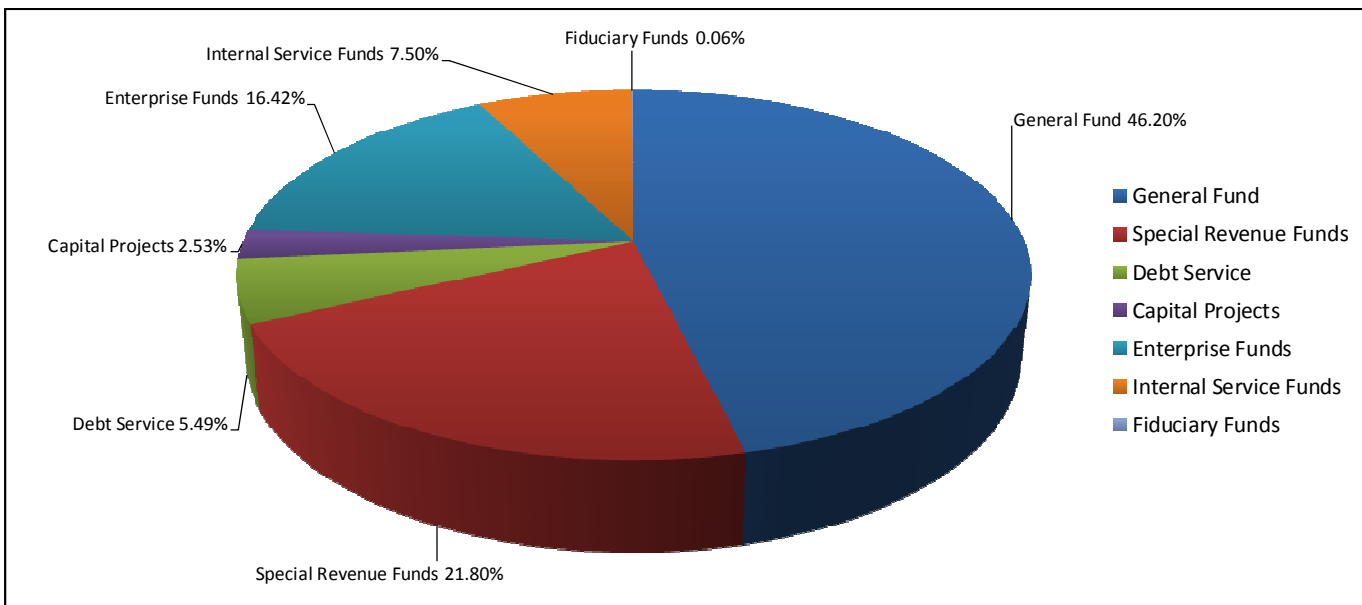
## 2013 BUDGET SUMMARY - ALL FUNDS

Fund		Beginning Fund Balance	2013 Resources	2013 Expenditures	Ending Fund Balance
GENERAL FUND		\$ 3,800,000	\$ 59,515,079	\$ 57,931,826	\$ 5,383,253
SPECIAL REVENUE FUNDS	Fund 101 - Hotel/Motel Tax	650,000	1,524,766	1,646,282	528,484
	Fund 103 - Residential Streets	700,000	839,000	1,027,000	512,000
	Fund 104 - Bridges & Arterial Streets	200,000	23,694,820	23,583,425	311,395
	Fund 105 - Contingency	1,500,000	1,501,816	-	3,001,816
	Fund 107 - Fire Equipment Reserve	1,030,000	-	1,030,000	-
	Fund 109 - Drug Seizure	280,000	96,000	55,000	321,000
DEBT SERVICE	Fund 209 - Limited Tax GO Bonds, 2003	3,303,000	76,788	3,379,787	1
	Fund 210 - LTGO Refunding Bonds, 2003	1,000	490,500	490,500	1,000
	Fund 211 - LTGO Refunding Bonds, 2008	1,000	737,000	737,000	1,000
	Fund 212 - LTGO Bonds, 2009, SCORE	1,000	432,000	429,815	3,185
	Fund 214 - Limited Tax GO Bonds, 2010	1,000	586,057	585,074	1,983
	Fund 216 - LTGO Ref Bnds, ValleyComm	1,000	241,000	240,880	1,120
	Fund 217 - LTGO Refunding Bonds, 2011	1,000	168,000	167,975	1,025
	Fund 233 - Local Imp. Dist. Bonds, 2013	-	859,000	859,000	-
CAPITAL PROJECTS	Fund 301 - Land Acq, Rec, Park Develop	500,000	1,149,000	1,122,000	527,000
	Fund 302 - Facility Replacement	2,000,000	5,602	590,000	1,415,602
	Fund 303 - General Government Imp	200,000	1,347,842	1,454,937	92,905
	Fund 304 - Fire Improvements	300,000	50,100	-	350,100
ENTERPRISE FUNDS	Fund 401 - Water	4,000,000	5,392,000	6,596,809	2,795,191
	Fund 402 - Sewer	1,100,000	6,655,000	7,163,884	591,116
	Fund 411 - Foster Golf Course	200,000	1,791,597	1,707,617	283,980
	Fund 412 - Surface Water	2,000,000	4,206,900	5,126,694	1,080,206
INTERNAL SERVICE FUNDS	Fund 501 - Equip Rental & Replacement	4,000,000	3,823,058	3,883,538	3,939,520
	Fund 502 - Self-Insured Healthcare Plan	4,500,000	4,659,392	5,012,149	4,147,243
	Fund 503 - LEOFF I Self-Ins Health Plan	1,600,000	3,340	508,491	1,094,849
FIDUCIARY FUNDS					
	Fund 611 - Firemen's Pension	1,420,000	58,650	70,900	1,407,750
<b>TOTAL BUDGET</b>		<b>\$ 33,289,000</b>	<b>\$ 119,904,306</b>	<b>\$ 125,400,582</b>	<b>\$ 27,792,724</b>

### Budgeted Revenues by Fund – 2013



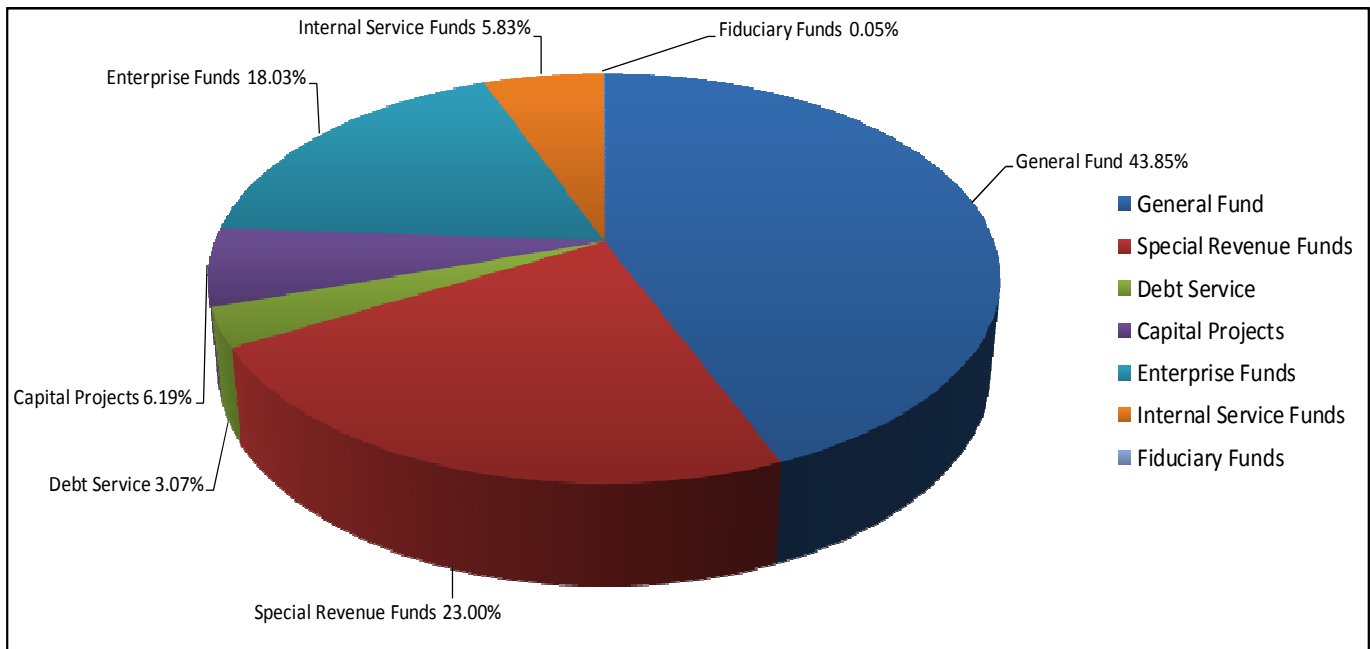
### Budgeted Expenditures by Fund – 2013



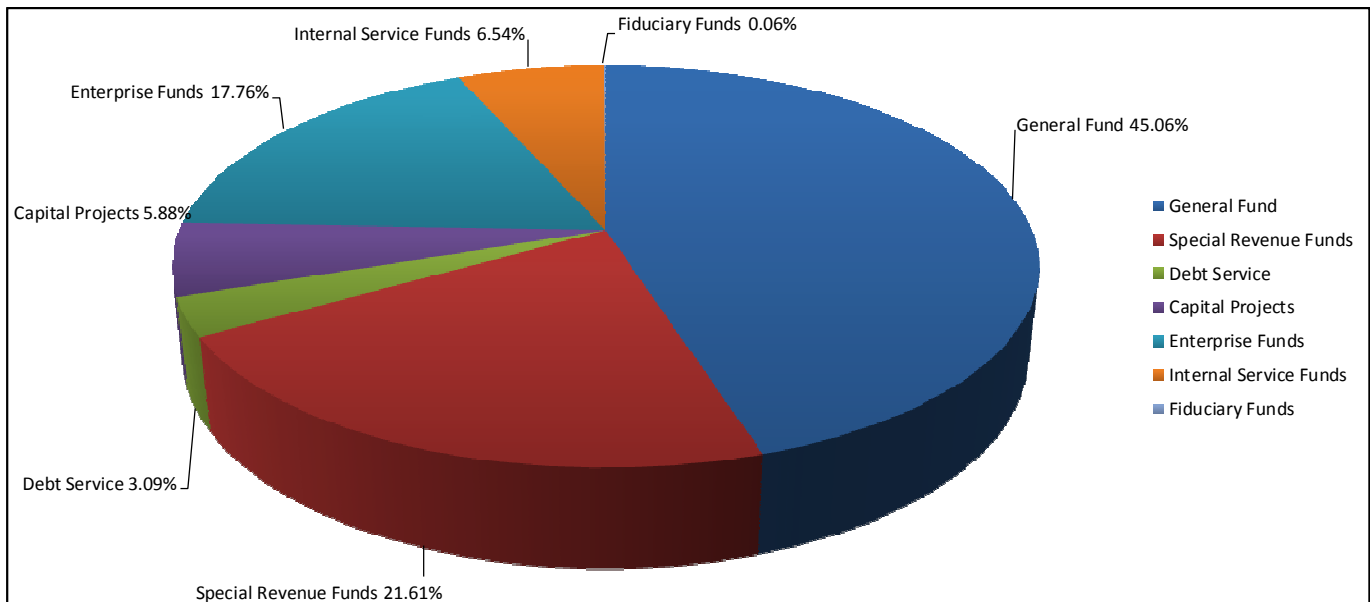
**2014 BUDGET SUMMARY - ALL FUNDS**

Fund		Beginning Fund Balance	2014 Resources	2014 Expenditures	Ending Fund Balance
GENERAL FUND		\$ 5,383,253	\$ 56,415,741	\$ 57,489,578	\$ 4,309,415
SPECIAL REVENUE FUNDS	Fund 101 - Hotel/Motel Tax	528,484	1,537,316	1,649,003	416,797
	Fund 103 - Residential Streets	512,000	761,000	650,000	623,000
	Fund 104 - Bridges & Arterial Streets	311,395	24,993,000	25,212,291	92,104
	Fund 105 - Contingency	3,001,816	2,201,816	-	5,203,632
	Fund 109 - Drug Seizure	321,000	96,000	55,000	362,000
DEBT SERVICE	Fund 209 - Limited Tax GO Bonds, 2003	1	-	-	1
	Fund 210 - LTGO Refunding Bonds, 2003	1,000	488,250	488,250	1,000
	Fund 211 - LTGO Refunding Bonds, 2008	1,000	812,000	812,000	1,000
	Fund 212 - LTGO Bonds, 2009, SCORE	3,185	432,000	431,166	4,019
	Fund 214 - Limited Tax GO Bonds, 2010	1,983	585,057	584,424	2,616
	Fund 216 - LTGO Ref Bnds, ValleyComm	1,120	230,000	229,280	1,840
	Fund 217 - LTGO Refunding Bonds, 2011	1,025	548,000	547,675	1,350
	Fund 233 - Local Imp. Dist. Bonds, 2013	-	848,400	848,400	-
CAPITAL PROJECTS	Fund 301 - Land Acq, Rec, Park Develop	527,000	2,928,000	2,682,000	773,000
	Fund 302 - Facility Replacement	1,415,602	4,360,602	4,365,000	1,411,204
	Fund 303 - General Government Imp	92,905	625,842	460,205	258,542
	Fund 304 - Fire Improvements	350,100	50,100	-	400,200
ENTERPRISE FUNDS	Fund 401 - Water	2,795,191	7,422,000	7,099,456	3,117,735
	Fund 402 - Sewer	591,116	6,646,000	6,683,813	553,302
	Fund 411 - Foster Golf Course	283,980	2,041,997	1,751,908	574,069
	Fund 412 - Surface Water	1,080,206	7,081,900	7,129,092	1,033,014
INTERNAL SERVICE FUNDS	Fund 501 - Equip Rental & Replacement	3,939,520	2,837,302	2,414,633	4,362,189
	Fund 502 - Self-Insured Healthcare Plan	4,147,243	4,659,392	5,373,006	3,433,629
	Fund 503 - LEOFF I Self-Ins Health Plan	1,094,849	3,340	553,078	545,111
FIDUCIARY FUNDS					
	Fund 611 - Firemen's Pension	1,407,750	58,650	72,727	1,393,673
<b>TOTAL BUDGET</b>		<b>\$ 27,792,724</b>	<b>\$ 128,663,705</b>	<b>\$ 127,581,986</b>	<b>\$ 28,874,442</b>

### Budgeted Revenues by Fund – 2014



### Budgeted Expenditures by Fund – 2014





## Change in Ending Fund Balance - All Funds

Fund		Projected 2012 Ending Fund Balance	Increase (Decrease)	Change in Fund Balance 2012-2013	2013 Ending Fund Balance	Increase (Decrease)	Change in Fund Balance 2013-2014	2014 Ending Fund Balance
GENERAL FUND		\$ 3,800,000	\$ 1,583,253	41.7%	\$ 5,383,253	\$ (1,073,838)	-19.9%	\$ 4,309,415
SPECIAL REVENUE FUNDS	Fund 101 - Hotel/Motel Tax	650,000	(121,516)	-18.7%	528,484	(111,687)	-21.1%	416,797
	Fund 103 - Residential Streets	700,000	(188,000)	-26.9%	512,000	111,000	21.7%	623,000
	Fund 104 - Bridges & Arterial Streets	200,000	111,395	55.7%	311,395	(219,291)	-70.4%	92,104
	Fund 105 - Contingency	1,500,000	1,501,816	100.1%	3,001,816	2,201,816	73.3%	5,203,632
	Fund 107 - Fire Equipment Reserve	1,030,000	(1,030,000)	-100.0%	-	-	0.0%	-
	Fund 109 - Drug Seizure	280,000	41,000	14.6%	321,000	41,000	12.8%	362,000
DEBT SERVICE	Fund 209 - Limited Tax GO Bonds, 2003	3,303,000	(3,303,000)	-100.0%	1	-	0.0%	1
	Fund 210 - LTGO Refunding Bonds, 2003	1,000	-	0.0%	1,000	-	0.0%	1,000
	Fund 211 - LTGO Refunding Bonds, 2008	1,000	-	0.0%	1,000	-	0.0%	1,000
	Fund 212 - LTGO Bonds, 2009, SCORE	1,000	2,185	218.5%	3,185	834	26.2%	4,019
	Fund 214 - Limited Tax GO Bonds, 2010	1,000	983	98.3%	1,983	633	31.9%	2,616
	Fund 216 - LTGO Ref Bnds, ValleyComm	1,000	120	12.0%	1,120	720	64.3%	1,840
	Fund 217 - LTGO Refunding Bonds, 2011	1,000	25	2.5%	1,025	325	31.7%	1,350
CAPITAL PROJECTS	Fund 301 - Land Acq, Rec, Park Develop	500,000	27,000	5.4%	527,000	246,000	46.7%	773,000
	Fund 302 - Facility Replacement	2,000,000	(584,398)	-29.2%	1,415,602	(4,398)	-0.3%	1,411,204
	Fund 303 - General Government Imp	200,000	(107,095)	-53.5%	92,905	165,637	178.3%	258,542
	Fund 304 - Fire Improvements	300,000	50,100	16.7%	350,100	50,100	14.3%	400,200
ENTERPRISE FUNDS	Fund 401 - Water	4,000,000	(1,204,809)	-30.1%	2,795,191	322,544	11.5%	3,117,735
	Fund 402 - Sewer	1,100,000	(508,884)	-46.3%	591,116	(37,813)	-6.4%	553,302
	Fund 411 - Foster Golf Course	200,000	83,980	42.0%	283,980	290,089	102.2%	574,069
	Fund 412 - Surface Water	2,000,000	(919,794)	-46.0%	1,080,206	(47,192)	-4.4%	1,033,014
INTERNAL SERVICE FUNDS	Fund 501 - Equip Rental & Replacement	4,000,000	(60,480)	-1.5%	3,939,520	422,669	10.7%	4,362,189
	Fund 502 - Self-Insured Healthcare Plan	4,500,000	(352,757)	-7.8%	4,147,243	(713,614)	-17.2%	3,433,629
	Fund 503 - LEOFF I Self-Ins Health Plan	1,600,000	(505,151)	-31.6%	1,094,849	(549,738)	-50.2%	545,111
FIDUCIARY FUNDS								
	Fund 611 - Firemen's Pension	1,420,000	(12,250)	-0.9%	1,407,750	(14,077)	-1.0%	1,393,673
TOTAL ENDING FUND BALANCE		\$33,289,000	\$ (5,496,276)	-16.5%	\$ 27,792,724	\$ 1,081,719	3.9%	\$ 28,874,442

## REVENUE - ALL FUNDS

The total revenue and transfers budgeted is \$119.9 million for 2013 and \$128.7 million for 2014. This is an overall growth in 2013 of 10.2% over the 2012 budgeted revenue. The 2014 revenue projection is 7.3% over the 2013 projected amount. Revenue projections for ongoing sources are conservative estimates based on local economic factors as well as historical data. Total revenue also includes transfers in from other funds, one-time Local Improvement District (LID) proceeds of \$8.5 million in 2013 and \$4.4 million in land sales in 2014.

Sales and use tax is the City's largest revenue source. Sales & use tax revenue is projected to increase 1.7% to \$15.3 million in 2013 and 2.5% to \$15.7 million in 2014. Projections for sales and use tax revenue are based on historical trends as well as selected economic indicators including changes in unemployment, disposable income, and anticipated construction of major projects.

Property tax, which is the second largest revenue source, is used for general governmental operations. Initiative 747 limits growth of property tax revenue to the lesser of 1% or inflation. Property tax growth resulting from new construction, changes in value of state-assessed utility property, and newly annexed property are exempted from the limit factor and may be added to the tax value. The City anticipates that property tax revenue will be at \$13.8 million in 2013. Due to an anticipated annexation and new construction property tax is projected to increase in 2014 by 3.4% to \$14.3 million.

Cities and towns in Washington State are authorized to levy a tax on public utility businesses based on revenues they generate within the city or town, known as a utility tax. The city currently levies a 6% tax on electricity, natural gas, cable, telephone, and solid waste/recycling. Utility tax revenue is projected to be \$4.3 million in 2013 and \$4.4 in 2014.

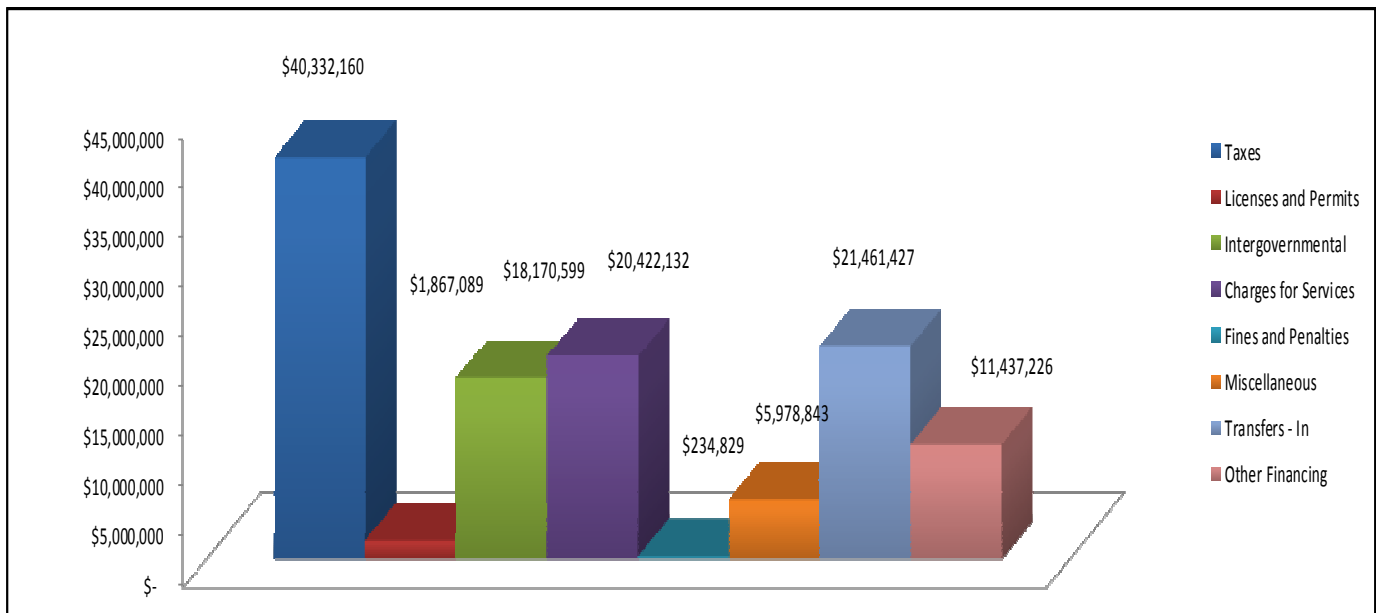
The City also receives revenue from other sources to pay for providing general government services. These revenue sources include other taxes (admissions, excise, hotel/motel), fees and charges, interest earnings, and grants.

Other considerations incorporated into revenue projections include a reduction in state shared revenues, reimbursement for street improvements via a LID in 2013 and potential sale of land in 2014.

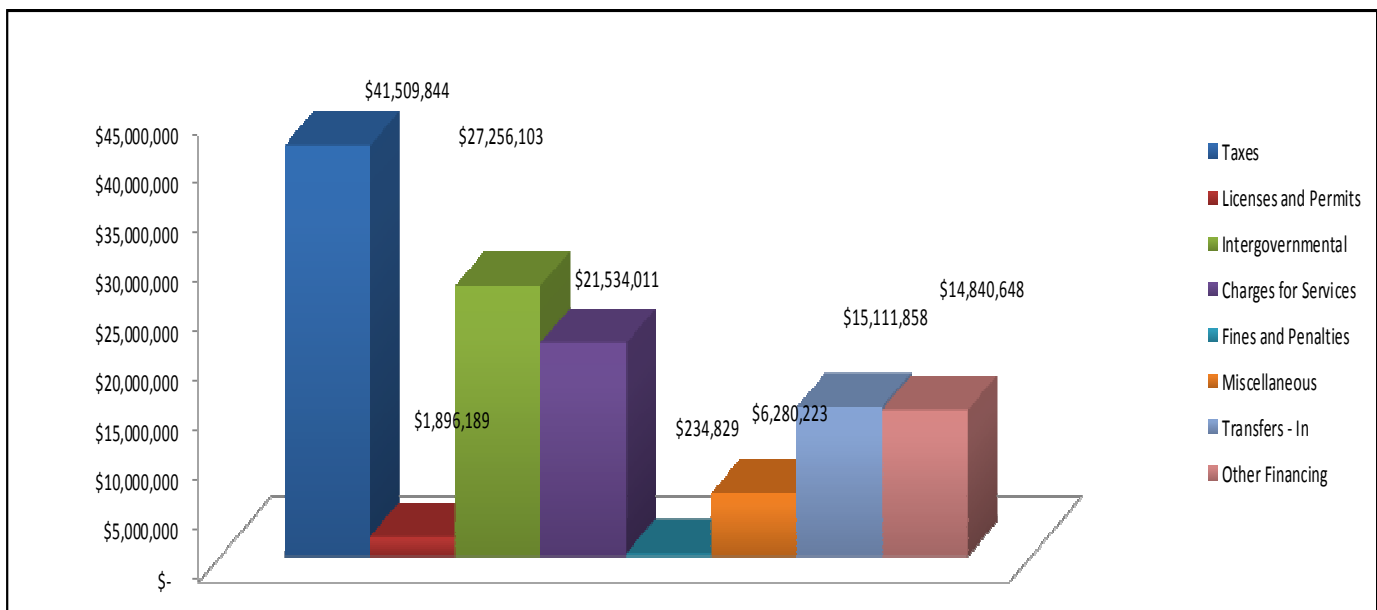
**Revenue Summary - All funds**

	2010	2010-2011	2011	2011-2012	2012	2012-2013	2013	2013-2014	2014
	Actual	% Change	Actual	% Change	Budget	% Change	Budget	% Change	Budget
<b>REVENUES</b>									
Property Taxes	\$ 13,188,942	1.8%	\$ 13,427,139	3.8%	\$ 13,933,250	-0.6%	\$ 13,848,401	3.4%	\$ 14,321,617
Sales and Use Taxes	14,353,794	12.3%	16,113,584	-6.6%	15,048,000	1.7%	15,298,721	2.5%	15,679,916
RGRL Tax	-	0.0%	1,641,239	20.3%	1,975,000	-11.4%	1,750,000	1.0%	1,767,500
Parking/ Admissions Tax	727,151	-8.3%	667,064	14.7%	765,257	-0.3%	763,000	0.0%	763,000
Utility Taxes	4,063,953	-0.3%	4,052,264	19.4%	4,840,000	-11.4%	4,288,080	1.6%	4,357,352
Interfund Utility Tax	1,497,782	-8.4%	1,372,380	11.0%	1,524,000	-2.5%	1,486,000	6.7%	1,585,500
Excise Taxes	2,491,224	-28.4%	1,782,811	59.5%	2,843,496	-17.0%	2,359,891	4.7%	2,469,891
Hotel/Motel Tax	458,092	21.3%	555,682	-30.6%	385,401	39.6%	538,000	5.0%	565,000
Penalties/Interest	81	657.1%	616	-89.1%	67	0.0%	67	0.0%	67
<b>Taxes Total</b>	<b>36,781,020</b>	<b>7.7%</b>	<b>39,612,779</b>	<b>4.3%</b>	<b>41,314,471</b>	<b>-2.4%</b>	<b>40,332,160</b>	<b>2.9%</b>	<b>41,509,844</b>
Business Licenses and Permits	550,416	20.6%	663,598	21.6%	807,227	-4.4%	772,089	1.0%	780,089
Building Permits and Fees	1,068,414	9.4%	1,169,073	-5.8%	1,101,339	-0.6%	1,095,000	1.9%	1,116,100
<b>Licenses &amp; Permits Total</b>	<b>1,618,830</b>	<b>13.2%</b>	<b>1,832,671</b>	<b>4.1%</b>	<b>1,908,566</b>	<b>-2.2%</b>	<b>1,867,089</b>	<b>1.6%</b>	<b>1,896,189</b>
Sales Tax Mitigation	1,239,127	-1.8%	1,217,418	-1.4%	1,200,000	-2.9%	1,165,641	2.9%	1,200,000
Seattle City Light franchise fee	2,070,541	1.9%	2,109,617	-2.8%	2,050,000	7.6%	2,206,344	2.0%	2,250,471
Other State shared revenues	319,126	28.0%	408,639	-24.5%	308,504	1.4%	312,874	5.4%	329,860
Other intergovernmental	12,094,853	95.2%	23,605,965	-47.1%	12,484,158	16.0%	14,485,740	62.1%	23,475,772
<b>Intergovernmental Total</b>	<b>15,723,647</b>	<b>73.9%</b>	<b>27,341,639</b>	<b>-41.3%</b>	<b>16,042,662</b>	<b>13.3%</b>	<b>18,170,599</b>	<b>50.0%</b>	<b>27,256,103</b>
General Government	197,280	-7.0%	183,437	15.9%	212,572	-10.8%	189,563	1.6%	192,563
Security	458,143	-6.1%	430,382	24.1%	534,134	8.7%	580,725	4.3%	605,725
Engineering Services	6,200	-100.0%	-	0.0%	9,867	0.0%	9,867	0.0%	9,867
Transportation	1,669,827	39.5%	2,330,085	7.7%	2,509,906	1.5%	2,548,563	0.0%	2,549,242
Plan Check and Review Fees	969,420	-17.6%	799,137	16.8%	933,500	-22.0%	728,500	8.9%	793,500
Culture and Rec Fees	1,724,905	-13.9%	1,484,359	31.1%	1,945,570	-23.0%	1,497,605	3.1%	1,543,805
Utilities & Environment	12,665,510	8.8%	13,776,994	2.7%	14,149,309	5.1%	14,867,309	6.5%	15,839,309
<b>Charges for Services Total</b>	<b>17,691,284</b>	<b>7.4%</b>	<b>19,004,395</b>	<b>6.8%</b>	<b>20,294,858</b>	<b>0.6%</b>	<b>20,422,132</b>	<b>5.4%</b>	<b>21,534,011</b>
<b>Fines and Penalties Total</b>	<b>230,098</b>	<b>-0.2%</b>	<b>229,573</b>	<b>-7.1%</b>	<b>213,270</b>	<b>10.1%</b>	<b>234,829</b>	<b>0.0%</b>	<b>234,829</b>
Investment Earnings	249,706	272.1%	929,211	-76.5%	218,782	42.9%	312,733	-3.8%	300,913
Rents and Concessions	658,126	-3.8%	632,846	23.6%	782,203	-12.9%	681,300	0.2%	682,500
Insurance Premiums/Recovery	11,666	-100.0%	-	0.0%	1,000	0.0%	1,000	0.0%	1,000
Contributions/Donations	411,467	-54.4%	187,513	149.4%	467,600	-40.3%	279,100	110.4%	587,100
Other Misc Revenue	6,033,709	-21.9%	4,714,180	4.8%	4,942,715	-9.3%	4,483,192	0.0%	4,483,192
Sale of Capital Assets	301,809	14.4%	345,175	-55.9%	152,353	45.4%	221,518	1.8%	225,518
<b>Miscellaneous Total</b>	<b>7,666,483</b>	<b>-11.2%</b>	<b>6,808,926</b>	<b>-3.6%</b>	<b>6,564,653</b>	<b>-8.9%</b>	<b>5,978,843</b>	<b>5.0%</b>	<b>6,280,223</b>
Transfers In	4,485,758	231.8%	14,884,739	-29.6%	10,475,412	104.9%	21,461,427	-29.6%	15,111,858
Other Financing	13,353,142	-60.0%	5,343,112	124.9%	12,018,522	-4.8%	11,437,226	29.8%	14,840,648
<b>Total Revenues &amp; Transfers</b>	<b>\$ 97,550,262</b>	<b>17.9%</b>	<b>\$ 115,057,833</b>	<b>-5.4%</b>	<b>\$ 108,832,414</b>	<b>10.2%</b>	<b>\$ 119,904,306</b>	<b>7.3%</b>	<b>\$ 128,663,705</b>

### Revenue Budget by Type – 2013



### Revenue Budget by Type – 2014



## EXPENDITURES - ALL FUNDS

The total expenditure and transfers out budgeted is \$125.4 million for 2013 and \$127.6 million for 2014. This is an overall growth in 2013 of 14.6% over the 2012 budgeted expenditures. The 2014 expenditure projection is 1.7% over the 2013 projected amount. Significant increase in 2013 is mainly due to a one time increase in the transfer of resources between funds. Transfers between funds are shown in the non-departmental, Dept. 20 line in the chart below. It is anticipated that \$8.5 million will be transferred into the General Fund from Bridges & Arterial Street Fund from the LID reimbursement and \$4.4 million into the General Fund from the Facilities Fund for proceeds on the Tukwila Village land sale. Excluding non-departmental, Dept. 20 expenditures, the increase from 2012 to 2013 is only 4.3%.

The budget continues to fund all existing positions and places an emphasis on public safety and comprehensive crime reduction by adding five positions in support of crime reduction initiatives. Additional staffing increases include increasing the CERT trainer in Fire from half-time to full-time and an additional maintenance worker in Public Works Street Maintenance. Salary increases include step increases and COLA increases.

The City is self-insured for health costs. Premiums have not increased for active employees. Current premium rates for active employees will maintain an adequate incurred but not reported (IBNR) reserve based on an actuarial evaluation. Funding for LEOFF 1 retirees has been reduced for the biennial period based on actuarial projections and current overfunding for this program. Other benefits, including retirement and L & I, have been increased as necessary.

Funding has also been added to continue the Strategic Planning process which will enable the City to ensure future success in aligning priorities with resources. The funds will provide for the next stage of implementation of the Strategic Plan.

Departments continue to find operating efficiencies in an effort to lower costs for supplies and services. Operations and maintenance costs are funded for same level of services except where noted in individual department budgets. General cost increases include inflationary increases, utility rate increases, and increases in contracts for services.

Capital items were funded based on submission of formal requests. The budget also includes funding to involve the community and Council for scoping activity for City buildings that would house police, firefighters, and other City employees. Additionally, the budget creates an annual investment in safe sidewalks in neighborhoods. In addition to the 2013-2014 biennial budget, an additional \$2 million has been added to the City's six-year plan that will provide safe pathways and connectivity where needed.

Budget changes in each department have been grouped into the following categories with narratives explaining major changes:

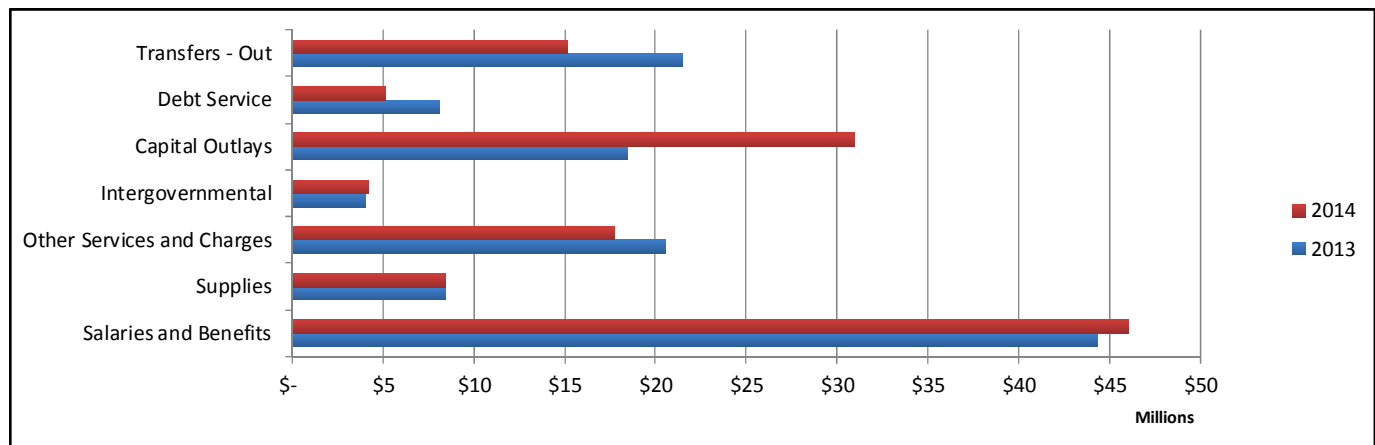
- Non-Discretionary: Costs over which departments have little or no control over such as changes in salaries and benefits, utilities, and interlocal agreements.
- Discretionary: Departments have the ability to move funds among budget lines at their discretion such as reducing supplies and increasing outside maintenance costs.
- Initiatives: Budget increases in this category are for priorities identified through the strategic planning process and include funding for the Neighborhood Resource Center, equipment for the Police bike patrol, enforcement of the nuisance ordinance, code enforcement, technology, and community outreach.

- Revenue Backed: Expenditures that are funded by grants, costs associated with annexations, and fees paid by outside agencies for services.
- Transfers: Program costs that have been moved from one department or fund to another. For example, insurance and claims and judgment costs were transferred from Department 20 to the Finance department.

### Expenditure Summary – All Funds

	2010	2010-2011	2011	2011-2012	2012	2012-2013	2013	2013-2014	2014
	Actual	% Change	Actual	% Change	Budget	% Change	Budget	% Change	Budget
<b>EXPENDITURE</b>									
Salaries	\$ 27,240,505	0.17%	\$ 27,287,955	6.69%	\$ 29,113,295	2.64%	\$ 29,882,836	3.07%	\$ 30,800,150
Benefits	14,405,445	-6.86%	13,417,700	14.26%	15,331,678	-5.53%	14,484,486	5.12%	15,226,094
Total Salaries and Benefits	41,645,949	-2.26%	40,705,655	9.19%	44,444,973	-0.17%	44,367,322	3.74%	46,026,244
Total Supplies	7,144,293	7.74%	7,697,143	5.98%	8,157,800	3.03%	8,405,205	0.58%	8,454,277
Professional Services	6,880,311	2.58%	7,057,527	38.14%	9,749,164	15.00%	11,211,372	-26.64%	8,225,173
Communication	381,065	-16.97%	316,392	36.25%	431,081	6.19%	457,746	0.13%	458,346
Travel	54,204	49.82%	81,211	85.28%	150,465	-1.10%	148,815	-6.38%	139,315
Advertising	579,901	11.71%	647,825	10.31%	714,600	10.93%	792,700	-1.89%	777,700
Operating Rentals & Leases	1,750,004	36.90%	2,395,668	10.19%	2,639,716	4.16%	2,749,586	-0.78%	2,728,265
Insurance	517,659	1.42%	525,004	19.33%	626,510	8.90%	682,250	1.76%	694,250
Public Utility Services	1,420,820	9.33%	1,553,425	9.90%	1,707,200	0.65%	1,718,317	1.32%	1,741,040
Repairs & Maintenance	744,024	53.58%	1,142,643	-25.64%	849,706	14.11%	969,636	16.84%	1,132,908
Miscellaneous	1,249,369	0.02%	1,249,557	-15.82%	1,051,919	74.38%	1,834,352	0.89%	1,850,752
Total Other Services and Charges	13,577,356	10.25%	14,969,251	19.71%	17,920,361	14.76%	20,564,774	-13.70%	17,747,749
Total Intergovernmental Services	4,052,371	20.51%	4,883,478	16.53%	5,690,475	-29.47%	4,013,518	3.96%	4,172,522
Total Capital Outlays	10,188,748	162.41%	26,736,369	-30.63%	18,548,000	-0.35%	18,483,906	67.25%	30,915,181
Total Debt Service	5,089,378	82.91%	9,309,038	-47.57%	4,881,191	66.03%	8,104,483	-36.40%	5,154,085
<b>EXPENDITURE TOTAL</b>	<b>81,698,095</b>	<b>27.67%</b>	<b>104,300,934</b>	<b>-4.47%</b>	<b>99,642,800</b>	<b>4.31%</b>	<b>103,939,208</b>	<b>8.21%</b>	<b>112,470,058</b>
Non-Departmental, Dept 20	3,110,829	281.73%	11,875,080	-17.58%	9,787,540	119.27%	21,461,375	-29.59%	15,111,928
<b>TOTAL EXPENDITURES &amp; TRANSFERS</b>	<b>\$ 84,808,923</b>	<b>36.99%</b>	<b>\$ 116,176,015</b>	<b>-5.81%</b>	<b>\$ 109,430,340</b>	<b>14.59%</b>	<b>\$ 125,400,582</b>	<b>1.74%</b>	<b>\$ 127,581,986</b>

### 2013 - 2014 Expenditure Budget by Type



## GENERAL FUND MAJOR REVENUE SOURCES

### Sales and Use Tax (RCW 82.14)

The City receives sales tax revenue from three sources. The main source of sales tax, \$14.6 million in 2013 and \$15.0 million in 2014, is the City-imposed 0.85% on retail sales. Similar to property tax, the City receives less than 9% of the sales tax generated within Tukwila. The remaining 91% is distributed to other government agencies and supports transit and public facility agencies. The City also receives a portion of the sales tax collected by King County for Criminal Justice. This is a 0.1% voter approved sales tax in King County and is collected countywide and distributed to all cities on a per capita basis. The third source of sales tax is collected from the sale of brokered natural gas. These three components of sales and use tax revenue account for 25.7% in 2013 and 27.8% in 2014 of the City's General Fund revenue, making sales tax the largest revenue source for the General Fund.

#### Detail of Sales and Use Tax Budget

	2013	2014
Local Retail Sales & Use Tax	\$14,629,195	\$15,010,390
Natural Gas Use Tax	289,526	289,526
Criminal Justice	380,000	380,000
<b>Total Sales and Use Tax</b>	<b>\$15,298,721</b>	<b>\$15,679,916</b>

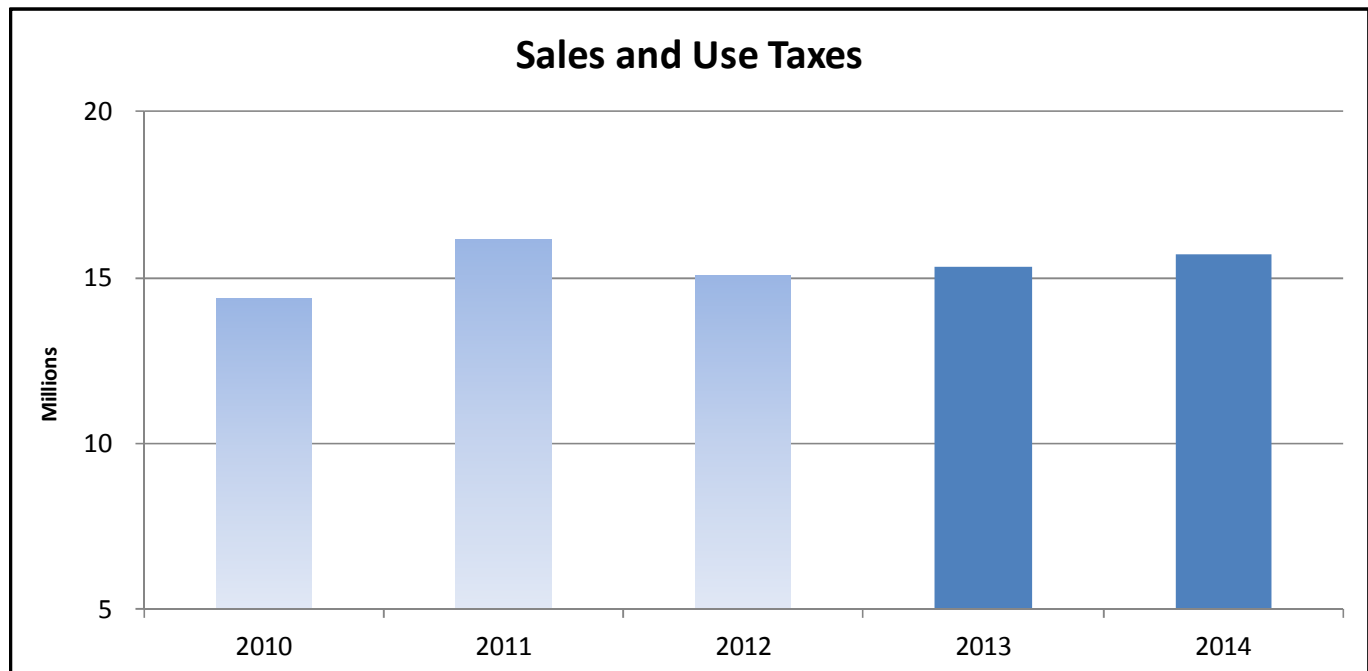
The sales tax rate in the City of Tukwila is the state allowable 9.5% on retail goods, with an additional 0.5% tax on food and beverages sold in restaurants, bars and taverns, and 0.3% on car sales to help pay for statewide transportation improvements. The chart below summarizes how the 9.5% tax collected is divided between various governmental entities.

#### Sales Tax Distribution by Government Entity

	Percent	Percent of Total
Washington State	6.50%	68.42%
<b>City of Tukwila</b>	<b>0.85%</b>	<b>8.95%</b>
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%
<b>Total Sales Tax on \$100 of retail goods</b>	<b>9.50%</b>	<b>100.00%</b>

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 2010, along with the budgeted sales tax revenues for the years 2013 - 2014. The City is assuming 1.7% increase in sales tax growth for 2013 over the 2012 budget and 2.5% increase for 2014 over the 2013 budget.

**Sales and Use Tax by Year**  
**(Darker shaded boxes represent budget estimates)**



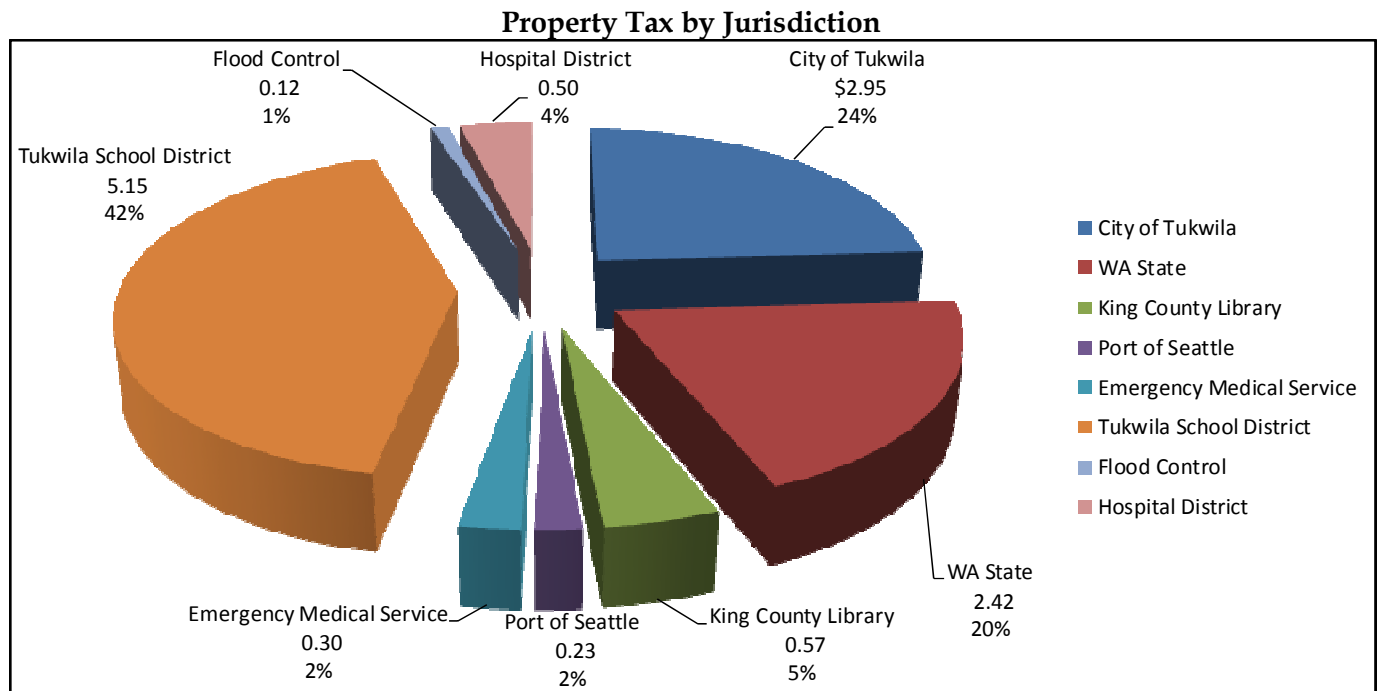
**Property Tax (RCW 84.52)**

Property tax revenue is the City's second largest revenue source at \$13.8 million in 2013 and \$14.3 million in 2014, or 23.2% of the total general fund revenue in 2013 and 25.4% in 2014, and is used for general governmental operations including Police, Public Works Department, Parks, and administrative support. The City receives 24% of the property taxes paid by Tukwila property owners. Property tax revenue is anticipated to increase in 2014 by 3.4%.

The City of Tukwila will levy a tax rate of approximately \$2.98 per \$1,000 assessed value for 2013. The City receives a relatively small percentage of a property owner's tax bill (24%). In comparison, the Tukwila School District and WA State taken together account for 62% of the property tax bill, Port of Seattle, EMS, Flood Control, and Hospital District receive 4%, and the King County Library District gets 5%. Property taxes are distributed to the following jurisdictions:

2012 Assessed Value		per \$1,000 Assessed Value (AV)	
Property Tax Rate			
Government Agency	AV	Percent of Total	
City of Tukwila	\$ 2.95	24.1%	
WA State	2.42	19.8%	
King County Library	0.57	4.7%	
Port of Seattle	0.23	1.9%	
Emergency Medical Service	0.30	2.5%	
Tukwila School District	5.15	42.1%	
Flood Control	0.12	1.0%	
Hospital District	0.50	4.1%	
<b>Total</b>	<b>\$ 12.24</b>	<b>100%</b>	





### Utility Tax (RCW 82.16)

The City implemented a 6% solid waste tax and 10% interfund utility tax in 2009, which have since become the City's third largest tax revenue source at \$5.8 million, or 9.7% in 2013, and \$5.9 million in 2014, or 10.5%, of the total revenue supporting the General Fund. The City of Tukwila has a 6% utility tax on cable, electricity, telephones, cellular phones, natural gas, and garbage.

#### Detail of Utility Tax Budget

	2013	2014
Electric	\$ 1,620,240	\$ 1,668,847
Gas	688,840	709,505
Solid Waste/Recycling	349,000	349,000
Cable	230,000	230,000
Telephone	1,400,000	1,400,000
Utility Taxes	4,288,080	4,357,352
Interfund Utilities	1,486,000	1,585,500
Total Utility Taxes	\$ 5,774,080	\$ 5,942,852

### Other Revenues

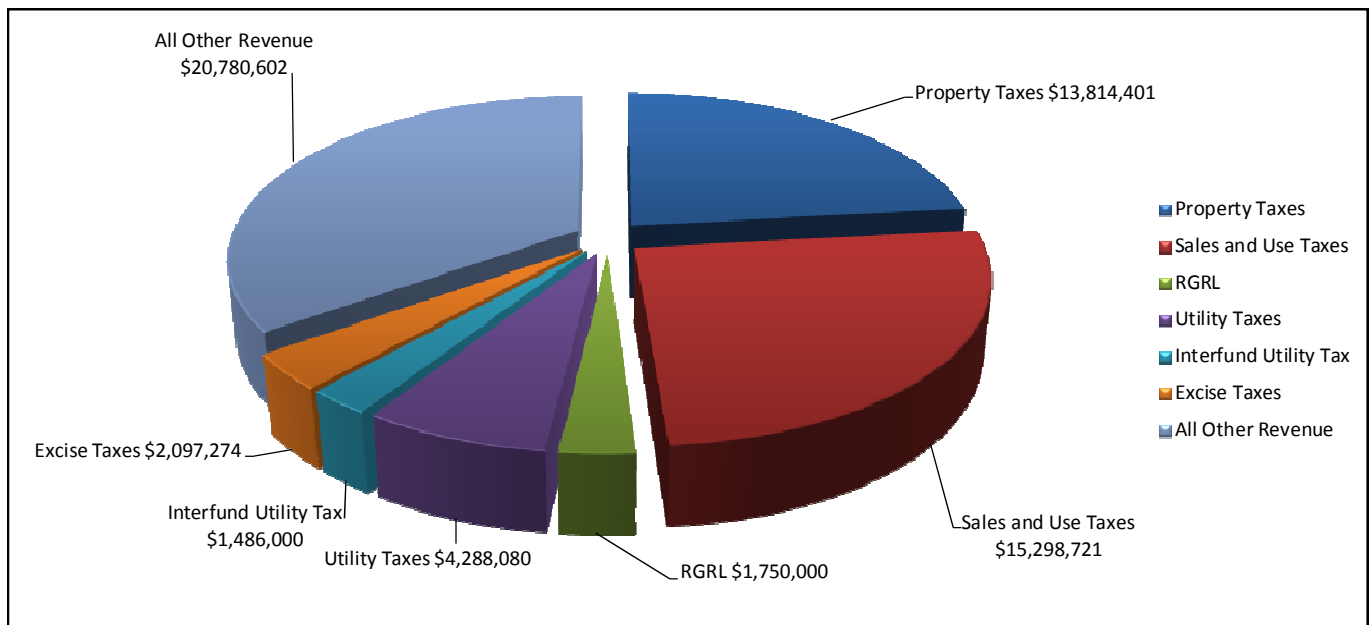
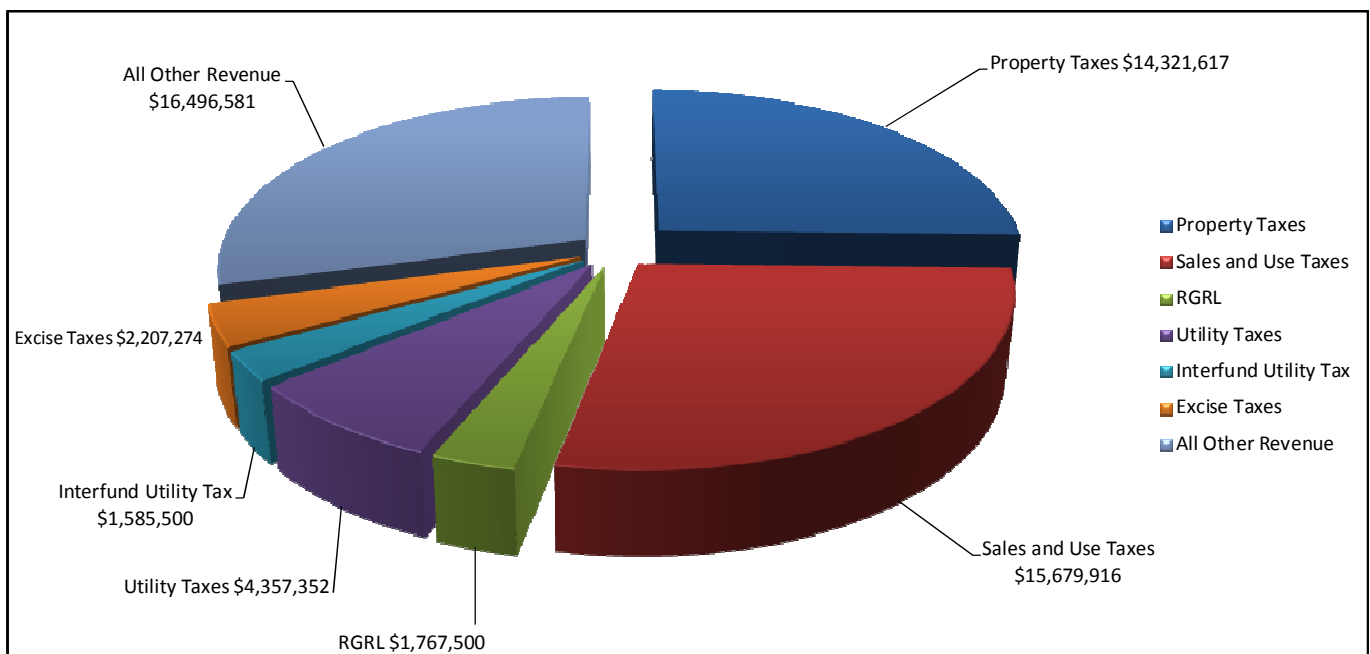
In addition to the three major revenue sources and other ongoing general fund revenue, the 2013-2014 biennial budget also includes one-time revenue of \$8.5 million in 2013 for Local Improvement District (LID) project cost reimbursement proceeds and anticipated property sales of \$4.4 million in 2014. These funds will be used for capital improvements throughout the City.

## 2013-2014 GENERAL FUND REVENUE

General Fund revenue for 2013 and 2014 excluding fund balances is \$59.5 million and \$56.4 million respectively; a 9.4% increase in 2013 from the 2011-2012 Adopted Budget and a -5.2% reduction in 2014 over the 2013 proposed budget.

### General Fund Revenues

	2010	2010-2011	2011	2011-2012	2012	2012-2013	2013	2013-2014	2014
General Fund Revenues	Actual	% Change	Actual	% Change	Budget	% Change	Budget	% Change	Budget
<b>REVENUES</b>									
Property Taxes	\$13,188,942	1.8%	\$13,427,445	3.3%	\$13,868,250	-0.4%	\$13,814,401	3.7%	\$14,321,617
Sales and Use Taxes	10,294,939	56.5%	16,113,733	-6.6%	15,048,000	1.7%	15,298,721	2.5%	15,679,916
RGRL Tax	-	0.0%	1,641,239	20.3%	1,975,000	-11.4%	1,750,000	1.0%	1,767,500
Admissions Tax	583,213	-11.9%	513,611	27.3%	654,000	-6.4%	612,000	0.0%	612,000
Utility Taxes	4,063,953	-0.3%	4,052,264	19.4%	4,840,000	-11.4%	4,288,080	1.6%	4,357,352
Interfund Utility Tax	1,497,782	-8.4%	1,372,380	11.0%	1,524,000	-2.5%	1,486,000	6.7%	1,585,500
Excise Taxes	2,109,827	-27.8%	1,524,172	73.3%	2,641,303	-20.6%	2,097,274	5.2%	2,207,274
Penalties/Interest	81	657.1%	616	-89.1%	67	0.0%	67	0.0%	67
<b>Tax Total</b>	<b>31,738,736</b>	<b>21.8%</b>	<b>38,645,460</b>	<b>4.9%</b>	<b>40,550,620</b>	<b>-3.0%</b>	<b>39,346,543</b>	<b>3.0%</b>	<b>40,531,227</b>
Business Licenses and Permits	550,416	20.6%	663,598	21.6%	807,227	-4.4%	772,089	1.0%	780,089
Building Permits and Fees	1,068,414	9.4%	1,169,073	-5.8%	1,101,339	-0.6%	1,095,000	1.9%	1,116,100
<b>Licenses &amp; Permits Total</b>	<b>1,618,830</b>	<b>13.2%</b>	<b>1,832,671</b>	<b>4.1%</b>	<b>1,908,566</b>	<b>-2.2%</b>	<b>1,867,089</b>	<b>1.6%</b>	<b>1,896,189</b>
Sales Tax Mitigation	1,239,127	-1.8%	1,217,418	-1.4%	1,200,000	-2.9%	1,165,641	2.9%	1,200,000
Seattle City Light franchise fee	2,070,541	1.9%	2,109,617	-2.8%	2,050,000	7.6%	2,206,344	2.0%	2,250,471
Other State shared revenues	319,126	28.0%	408,639	-24.5%	308,504	1.4%	312,874	5.4%	329,860
Other intergovernmental	847,075	20.5%	1,020,359	-42.6%	585,643	92.3%	1,126,433	-35.0%	731,915
<b>Intergovernmental Total</b>	<b>4,475,869</b>	<b>6.3%</b>	<b>4,756,033</b>	<b>-12.9%</b>	<b>4,144,147</b>	<b>16.1%</b>	<b>4,811,292</b>	<b>-6.2%</b>	<b>4,512,246</b>
General Government	64,447	-18.8%	52,344	16.4%	60,951	-10.8%	54,363	0.0%	54,363
Security	458,008	-6.0%	430,307	23.9%	533,134	8.7%	579,725	4.3%	604,725
Engineering Services	6,200	11.6%	6,922	764.9%	59,867	-50.1%	29,867	0.0%	29,867
Transportation	166,950	8.3%	180,789	-12.5%	158,149	5.6%	167,000	1.2%	169,000
Plan Check and Review Fees	718,860	-23.1%	552,996	55.2%	858,500	-28.0%	618,500	1.6%	628,500
Culture and Rec Fees	701,216	-18.8%	569,571	7.4%	611,500	-15.0%	519,755	0.0%	519,755
<b>Charges for Services Total</b>	<b>2,115,681</b>	<b>-15.3%</b>	<b>1,792,930</b>	<b>27.3%</b>	<b>2,282,101</b>	<b>-13.7%</b>	<b>1,969,210</b>	<b>1.9%</b>	<b>2,006,210</b>
<b>Fines and Penalties Total</b>	<b>227,552</b>	<b>1.0%</b>	<b>229,907</b>	<b>-7.2%</b>	<b>213,270</b>	<b>10.1%</b>	<b>234,829</b>	<b>0.0%</b>	<b>234,829</b>
<b>Miscellaneous Total</b>	<b>532,467</b>	<b>9.4%</b>	<b>582,694</b>	<b>3.4%</b>	<b>602,760</b>	<b>11.1%</b>	<b>669,375</b>	<b>0.6%</b>	<b>673,375</b>
Indirect Cost Allocation	2,396,806	-5.0%	2,276,584	29.3%	2,942,695	-30.8%	2,035,740	2.4%	2,085,208
LID reimbursement proceeds	-	0.0%	-	0.0%	-	0.0%	8,500,000	0.0%	-
Real Property sales	-	0.0%	6,507	10234.0%	672,382	0.0%	-	0.0%	4,355,000
MPD Operating Loan payback	-	0.0%	-	0.0%	-	0.0%	81,000	49.9%	121,457
Other Financing	159,884	-90.3%	15,468	7014.5%	1,100,500	0.0%	-	0.0%	-
<b>Other Sources Total</b>	<b>2,556,690</b>	<b>-10.1%</b>	<b>2,298,559</b>	<b>105.2%</b>	<b>4,715,577</b>	<b>125.1%</b>	<b>10,616,740</b>	<b>-38.2%</b>	<b>6,561,665</b>
<b>Total Revenues &amp; Transfers</b>	<b>\$43,265,826</b>	<b>15.9%</b>	<b>\$50,138,254</b>	<b>8.5%</b>	<b>\$54,417,041</b>	<b>9.4%</b>	<b>\$59,515,079</b>	<b>-5.2%</b>	<b>\$56,415,741</b>

**2013 General Fund Revenues - \$59.5 Million****2014 General Fund Revenues - \$56.4 Million**

## GENERAL FUND MAJOR EXPENDITURES

The budget for each department within the General Fund has been developed with the theme of financial sustainability. All department budgets were reviewed and initiatives were funded if they supported the goals of the strategic plan, were backed by additional revenue, or were necessary for the continuation of existing service levels.

As previously noted, the budget funds all existing positions plus five positions in support of crime reduction initiatives, increasing the CERT trainer in Fire from half-time to full-time, and an additional maintenance worker in Public Works Street Maintenance. The maintenance worker position has been funded through a contract for services to provide additional extra labor for Comp Plan work. All contractual obligations have been funded as well as step increases and COLAs.

Specific increases have been approved to fund priorities established through the strategic planning process as well as necessary capital projects. Strategic plan priorities that have been funded include investing in public safety by additional staffing to enforce the Chronic Nuisance Ordinance and Code Enforcement, funding for the Neighborhood Resource Center, and equipment for the Police bike patrol. Other initiatives funded include continuing the Strategic Planning process, purchasing a new permit system, laptop upgrades to enable communication with the new Valley Communications system, site licensing for software programs, and membership to an on-line web based application system. Funding to replace 800MHz radios, replacement bunker gear, and air packs for emergency personnel as well as purchase emergency management supplies has also been added. Additionally, departments continue to find operating efficiencies in an effort to lower costs for supplies and services.

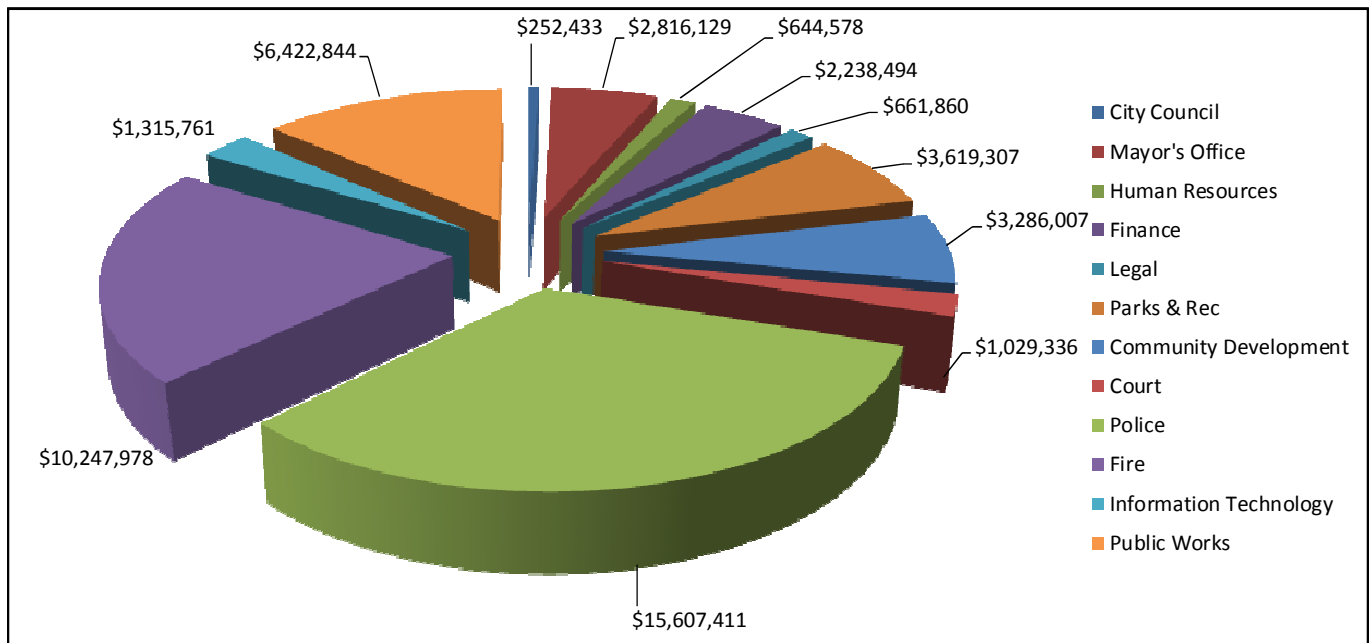
Services, which include funding for vehicle replacement, has been increased in 2013 by \$1.2 million or 13.9% due largely to the added budget for replacement of fire equipment and apparatus. Additionally, two fire engines have been budgeted for purchase in 2013.

Detailed information on major changes is provided in each department section of the budget.

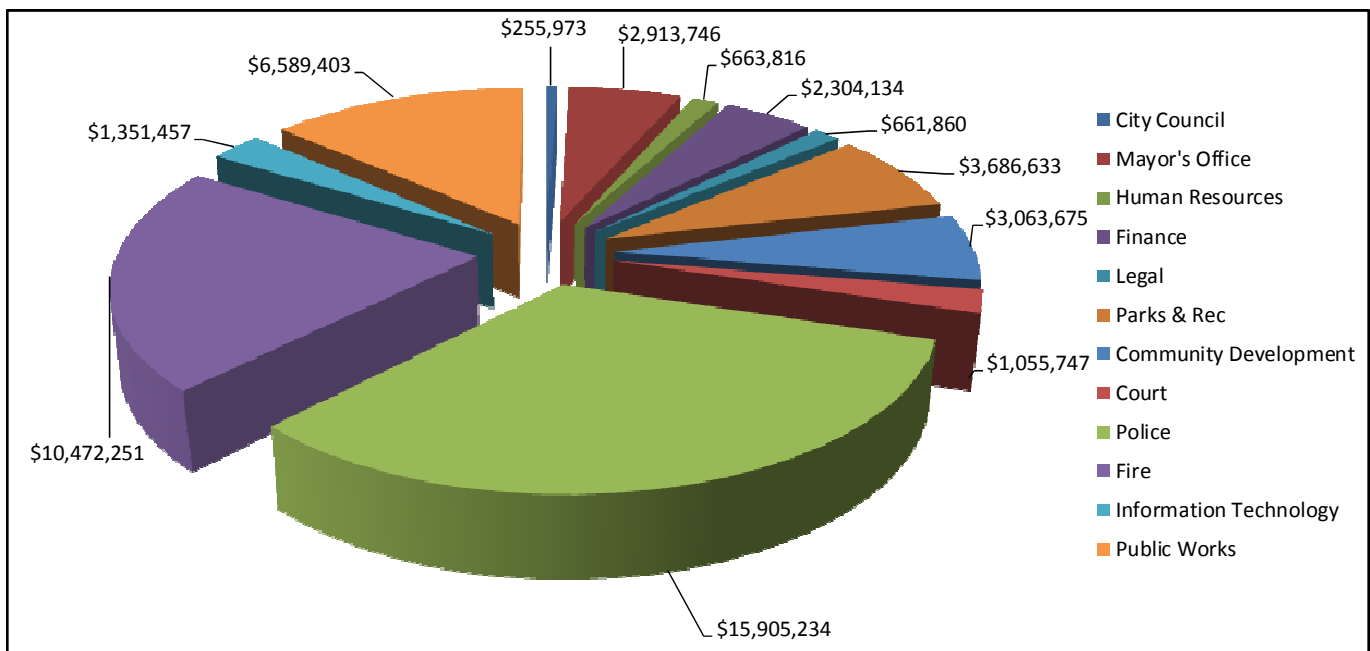
### General Fund Expenditures by Department

Department	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Budget	2012-13 % Chg	2013-14 % Chg
City Council	\$ 242,851	\$ 244,029	\$ 269,655	\$ 252,433	\$ 255,973	-6.39%	1.40%
Mayor's Office	2,228,656	2,218,089	2,673,991	2,816,129	2,913,746	5.32%	3.47%
Human Resources	464,095	487,920	573,396	644,578	663,816	12.41%	2.98%
Finance	2,183,069	1,446,736	1,603,133	2,238,494	2,304,134	39.63%	2.93%
City Attorney	578,908	647,990	642,734	661,860	661,860	2.98%	0.00%
Parks & Recreation	4,123,074	3,495,780	3,602,794	3,619,307	3,686,633	0.46%	1.86%
Community Development	2,635,296	2,560,151	2,858,579	3,286,007	3,063,675	14.95%	-6.77%
Court	1,208,632	945,174	1,015,849	1,029,336	1,055,747	1.33%	2.57%
Police	13,165,552	14,296,485	14,274,710	15,607,411	15,905,234	9.34%	1.91%
Fire	11,247,407	9,814,177	10,542,961	10,247,978	10,472,251	-2.80%	2.19%
Information Technology	995,814	1,048,763	1,153,947	1,315,761	1,351,457	14.02%	2.71%
Public Works	5,572,189	5,715,633	6,370,338	6,422,844	6,589,403	0.82%	2.59%
Total Departments	44,645,544	42,920,928	45,582,087	48,142,138	48,923,929	5.62%	1.62%
Non-Departmental, Dept 20	252,671	7,062,750	9,910,717	9,789,688	8,565,650	-1.22%	-12.50%
<b>Total Expenditures</b>	<b>\$ 44,898,215</b>	<b>\$ 49,983,678</b>	<b>\$ 55,492,804</b>	<b>\$ 57,931,826</b>	<b>\$ 57,489,578</b>	<b>4.40%</b>	<b>-0.76%</b>

**2013 General Fund Expenditures by Department**  
**\$48.1 Million-excludes Non Departmental (Dept. 20)**



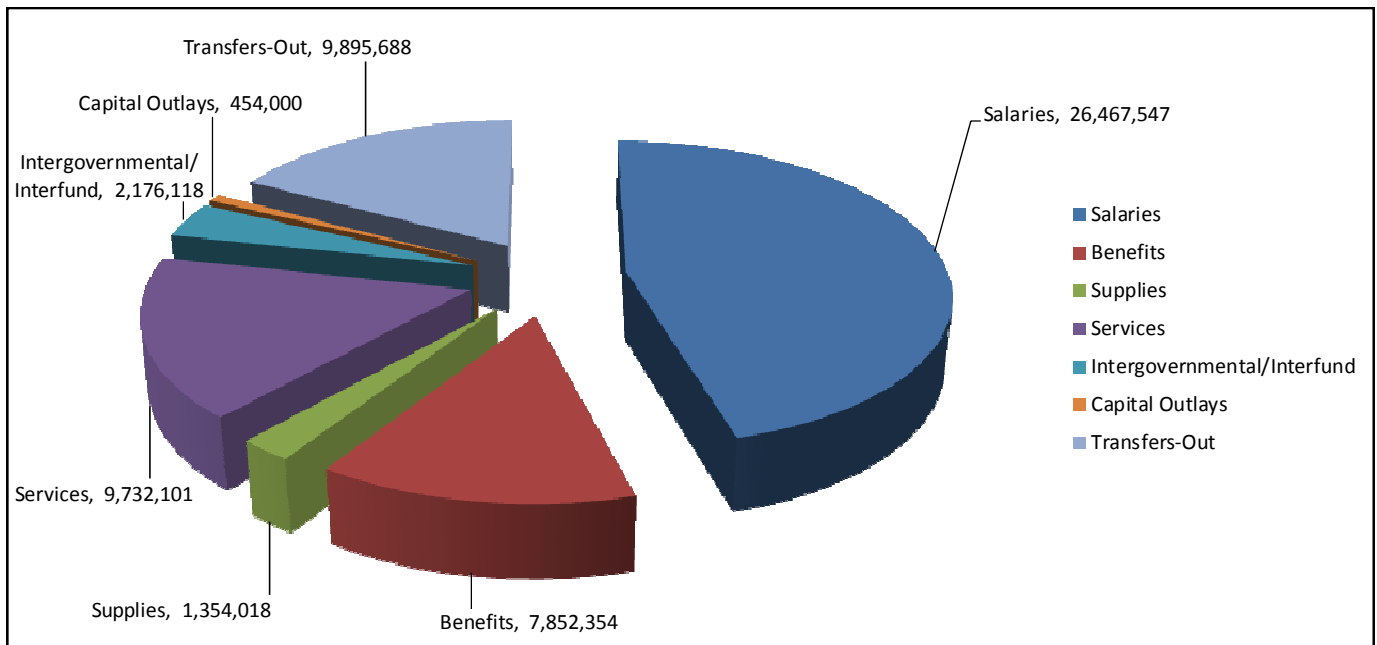
**2014 General Fund Expenditures by Department**  
**\$48.9 Million-excludes Non Departmental (Dept. 20)**



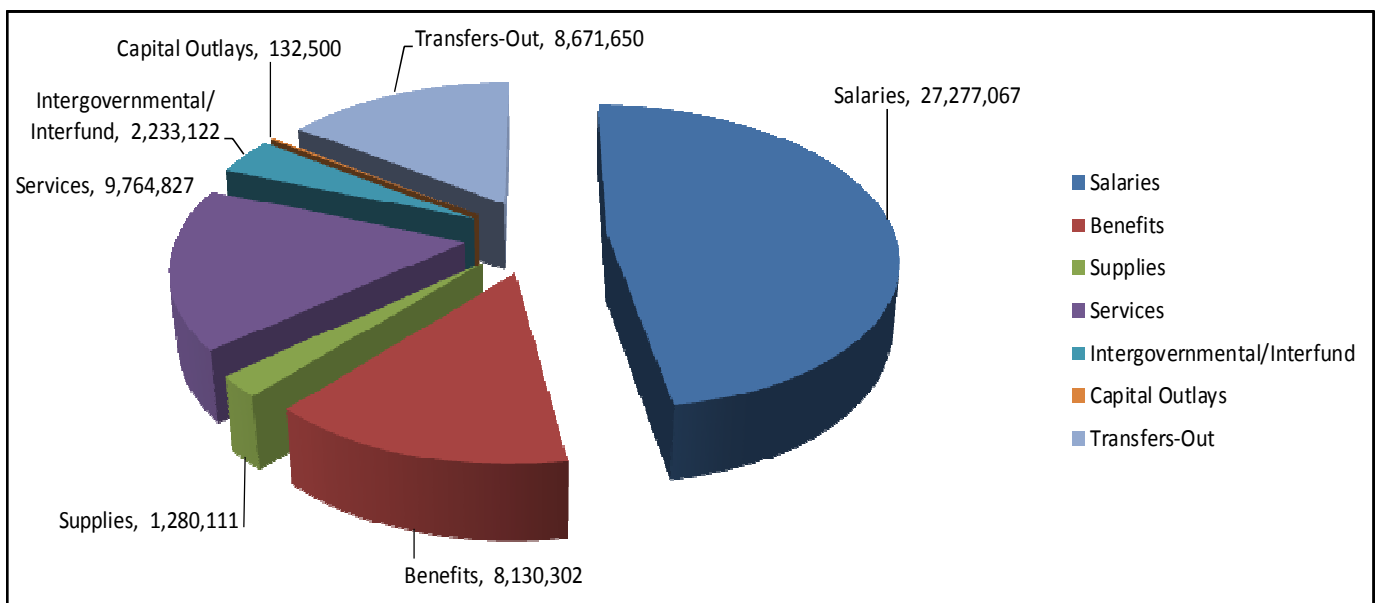
## General Fund Expenditure by Type

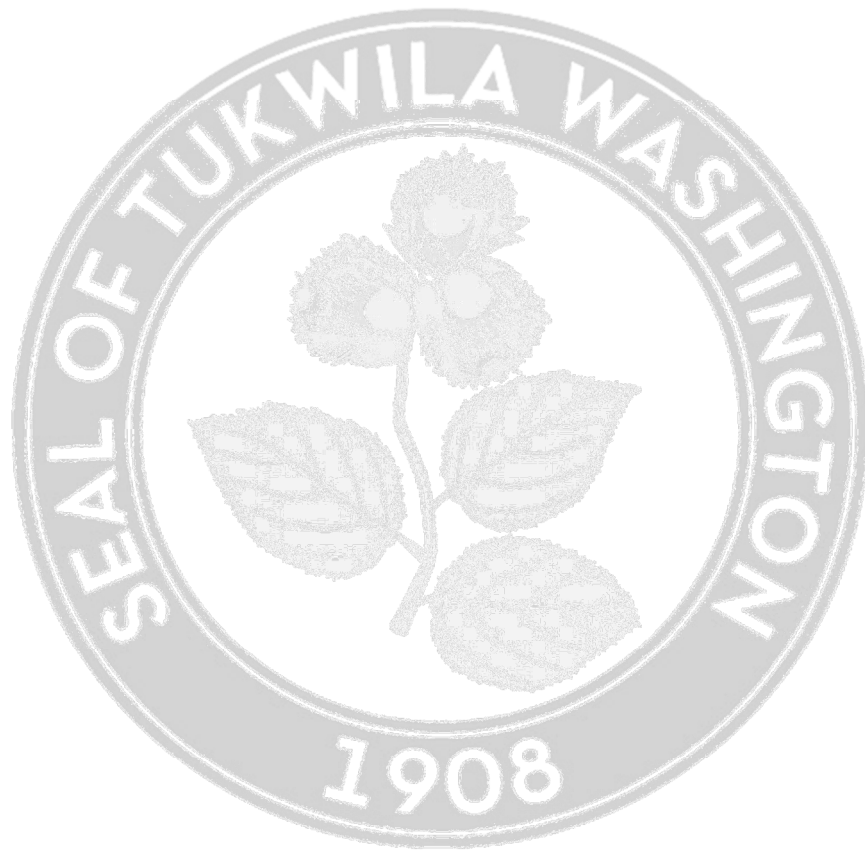
	2010	2010-2011	2011	2011-2012	2012	2012-2013	2013	2013-2014	2014
General Fund Expenditures	Actual	% Change	Actual	% Change	Budget	% Change	Budget	% Change	Budget
<b>SALARIES</b>									
Regular	\$ 22,233,095	-0.3%	\$ 22,172,515	6.5%	\$ 23,614,737	4.1%	\$ 24,585,049	3.6%	\$ 25,465,929
Extra Labor	473,615	-18.5%	385,914	18.0%	455,520	1.5%	462,412	-7.6%	427,052
Overtime	1,300,392	7.2%	1,393,784	-1.2%	1,376,947	3.1%	1,420,086	-2.5%	1,384,086
<b>Salary Total</b>	<b>24,007,102</b>	<b>-0.2%</b>	<b>23,952,213</b>	<b>6.2%</b>	<b>25,447,204</b>	<b>4.0%</b>	<b>26,467,547</b>	<b>3.1%</b>	<b>27,277,067</b>
<b>BENEFITS</b>									
Fica	1,391,276	-0.9%	1,378,644	2.7%	1,415,429	3.2%	1,460,148	3.4%	1,509,164
Leoff	640,492	2.1%	653,693	-9.7%	590,397	4.1%	614,477	1.6%	624,017
Pers	571,656	17.1%	669,157	52.7%	1,021,688	-5.4%	967,002	16.2%	1,123,596
Industrial Insurance	332,893	9.7%	365,156	19.7%	436,940	-1.1%	431,947	9.4%	472,665
Medical, Dental, Disability, Life	5,635,910	-20.7%	4,467,771	14.4%	5,112,743	-15.1%	4,338,706	0.5%	4,360,785
Unemployment	45,893	-33.8%	30,399	-1.3%	30,000	0.0%	30,000	0.0%	30,000
Clothing Allowance	4,546	-6.1%	4,271	146.9%	10,545	-4.5%	10,075	0.0%	10,075
<b>Benefit Total</b>	<b>8,622,665</b>	<b>-12.2%</b>	<b>7,569,089</b>	<b>13.9%</b>	<b>8,617,742</b>	<b>-8.9%</b>	<b>7,852,354</b>	<b>3.5%</b>	<b>8,130,302</b>
<b>SUPPLIES</b>									
Office Supplies	209,778	39.0%	291,603	14.9%	334,956	17.2%	392,573	-12.4%	343,823
Central Supplies	-	0.0%	54,470	-4.3%	52,152	0.0%	-	0.0%	-
Small Tools and Minor Equip	323,184	-45.1%	177,525	-2.0%	174,016	26.6%	220,361	-2.9%	213,904
Recreation Program Supplies	80,609	-36.1%	51,492	44.2%	74,271	3.0%	76,511	0.0%	76,511
Fire Supplies	142,724	7.0%	152,763	-5.4%	144,450	8.0%	155,977	0.0%	155,977
Street Maintenance Supplies	260,286	-8.8%	237,364	11.2%	264,000	5.4%	278,300	0.0%	278,300
Other	227,140	-17.3%	187,889	-20.3%	149,828	53.7%	230,296	-8.1%	211,596
<b>Supply Total</b>	<b>1,243,721</b>	<b>-7.3%</b>	<b>1,153,106</b>	<b>3.5%</b>	<b>1,193,673</b>	<b>13.4%</b>	<b>1,354,018</b>	<b>-5.5%</b>	<b>1,280,111</b>
<b>SERVICES</b>									
Professional Services	3,183,928	-35.1%	2,065,854	17.2%	2,420,844	7.6%	2,604,802	-5.6%	2,459,603
Communication	302,284	-10.8%	269,779	29.1%	348,381	5.8%	368,596	0.2%	369,196
Travel	44,449	54.5%	68,684	77.4%	121,815	-1.0%	120,565	-7.9%	111,065
Advertising	29,812	-31.9%	20,288	144.2%	49,550	13.1%	56,050	0.0%	56,050
Operating Rentals and Leases	160,277	7.5%	172,246	12.0%	192,857	12.2%	216,373	21.6%	263,173
Equipment Replacment	2,247	23660.6%	533,901	12.1%	598,418	34.0%	801,722	-8.3%	734,922
Equipment Operations & Maintenance	1,094,887	8.5%	1,188,137	12.4%	1,335,400	-10.5%	1,194,942	-1.6%	1,175,572
Insurance	459,127	-2.2%	449,029	22.6%	550,535	10.0%	605,535	2.0%	617,535
Utilities	1,303,233	7.1%	1,395,352	0.8%	1,406,285	3.6%	1,457,374	1.6%	1,480,097
Repairs and Maintenance	580,642	-6.9%	540,741	10.4%	596,960	28.5%	766,990	21.3%	930,262
Miscellaneous	1,059,530	-8.2%	972,838	-7.0%	904,378	68.0%	1,519,302	1.9%	1,547,502
Other	34,996	-47.3%	18,432	17.0%	21,570	-8.0%	19,850	0.0%	19,850
<b>Services Total</b>	<b>8,255,412</b>	<b>-6.8%</b>	<b>7,695,281</b>	<b>11.1%</b>	<b>8,546,993</b>	<b>13.9%</b>	<b>9,732,101</b>	<b>0.3%</b>	<b>9,764,827</b>
<b>Intergovernmental Payments</b>									
Jail	1,266,603	56.6%	1,984,016	-50.9%	975,000	9.8%	1,071,000	0.0%	1,071,000
Valley Communications	809,383	0.6%	814,166	7.1%	872,075	9.7%	956,718	6.0%	1,013,722
Animal Control	53,979	67.3%	90,333	21.8%	110,000	-18.2%	90,000	0.0%	90,000
Other	53,371	332.0%	230,542	720.0%	1,890,400	-96.9%	58,400	0.0%	58,400
<b>Intergovernmental Total</b>	<b>2,183,336</b>	<b>42.9%</b>	<b>3,119,057</b>	<b>23.4%</b>	<b>3,847,475</b>	<b>-43.4%</b>	<b>2,176,118</b>	<b>2.6%</b>	<b>2,233,122</b>
<b>Capital Outlays</b>									
Machinery and Equipment	235,928	-16.4%	197,175	52.1%	300,000	49.7%	449,000	-71.6%	127,500
Other	94,576	-83.6%	15,468	-54.7%	7,000	-28.6%	5,000	0.0%	5,000
<b>Capital Total</b>	<b>330,504</b>	<b>-35.7%</b>	<b>212,644</b>	<b>44.4%</b>	<b>307,000</b>	<b>47.9%</b>	<b>454,000</b>	<b>-70.8%</b>	<b>132,500</b>
Non-Departmental, Dept 20	255,475	2359.1%	6,282,288	19.9%	7,532,717	31.4%	9,895,688	-12.4%	8,671,650
<b>Total Expenses &amp; Transfers</b>	<b>\$ 44,898,215</b>	<b>11.3%</b>	<b>\$ 49,983,678</b>	<b>11.0%</b>	<b>\$ 55,492,804</b>	<b>4.4%</b>	<b>\$ 57,931,826</b>	<b>-0.8%</b>	<b>\$ 57,489,578</b>

## 2013 General Fund Expenditures by Type



## 2014 General Fund Expenditures by Type

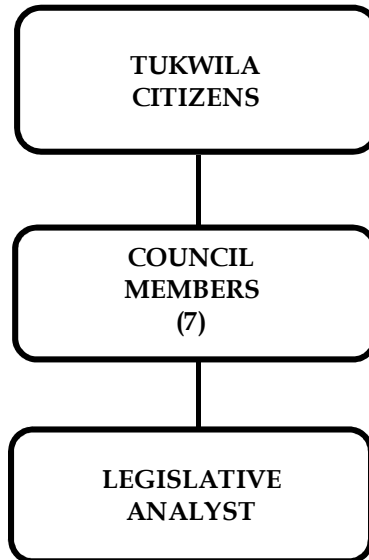




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## City Council



## Goals & Accomplishments

**DEPARTMENT:** City Council (01)

**FUND:** General

**RESPONSIBLE MANAGER:** Council President

**DIVISION:** 511.600

**FUND NUMBER:** 000

### 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 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.

**Expenditure & Revenue Summary***City Council*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 171,396	\$ 174,285	\$ 177,720	\$ 164,448	\$ 166,735	-7.47%	1.39%
20 Personnel Benefits	55,481	49,113	44,665	40,715	41,967	-8.84%	3.07%
30 Supplies	1,546	2,242	3,870	3,870	3,870	0.00%	0.00%
40 Prof Services	14,428	18,390	43,400	43,400	43,400	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>242,851</b>	<b>244,029</b>	<b>269,655</b>	<b>252,433</b>	<b>255,973</b>	<b>-6.39%</b>	<b>1.40%</b>

<b>REVENUE</b>							
General Fund	242,851	244,029	269,655	252,433	255,973	-6.39%	1.40%
<b>REVENUE TOTAL</b>	<b>\$ 242,851</b>	<b>\$ 244,029</b>	<b>\$ 269,655</b>	<b>\$ 252,433</b>	<b>\$ 255,973</b>	<b>-6.39%</b>	<b>1.40%</b>

**Budget Changes**

Budget changes for the City Council include COLA increases for salaries and health care cost changes.

*City Council*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 177,720	\$ (13,272)	\$ -	\$ -	\$ -	\$ -	\$ 164,448	\$ 2,287	\$ -	\$ -	\$ -	\$ -	\$ 166,735
20-Benefits	44,665	(3,950)	-	-	-	-	40,715	1,252	-	-	-	-	41,967
30-Supplies	3,870	-	-	-	-	-	3,870	-	-	-	-	-	3,870
40-Prof Serv	43,400	-	-	-	-	-	43,400	-	-	-	-	-	43,400
Total	\$ 269,655	\$ (17,222)	\$ -	\$ -	\$ -	\$ -	\$ 252,433	\$ 3,539	\$ -	\$ -	\$ -	\$ -	\$ 255,973

## Salaries and Benefits

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

### *City Council*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Councilmembers	7	7	\$ 88,200	\$ 8,938	7	\$ 88,200	\$ 9,157
Council Analyst	1	1	76,248	31,778	1	78,535	32,810
Department Total	8	8	\$ 164,448	\$ 40,715	8	\$ 166,735	\$ 41,967

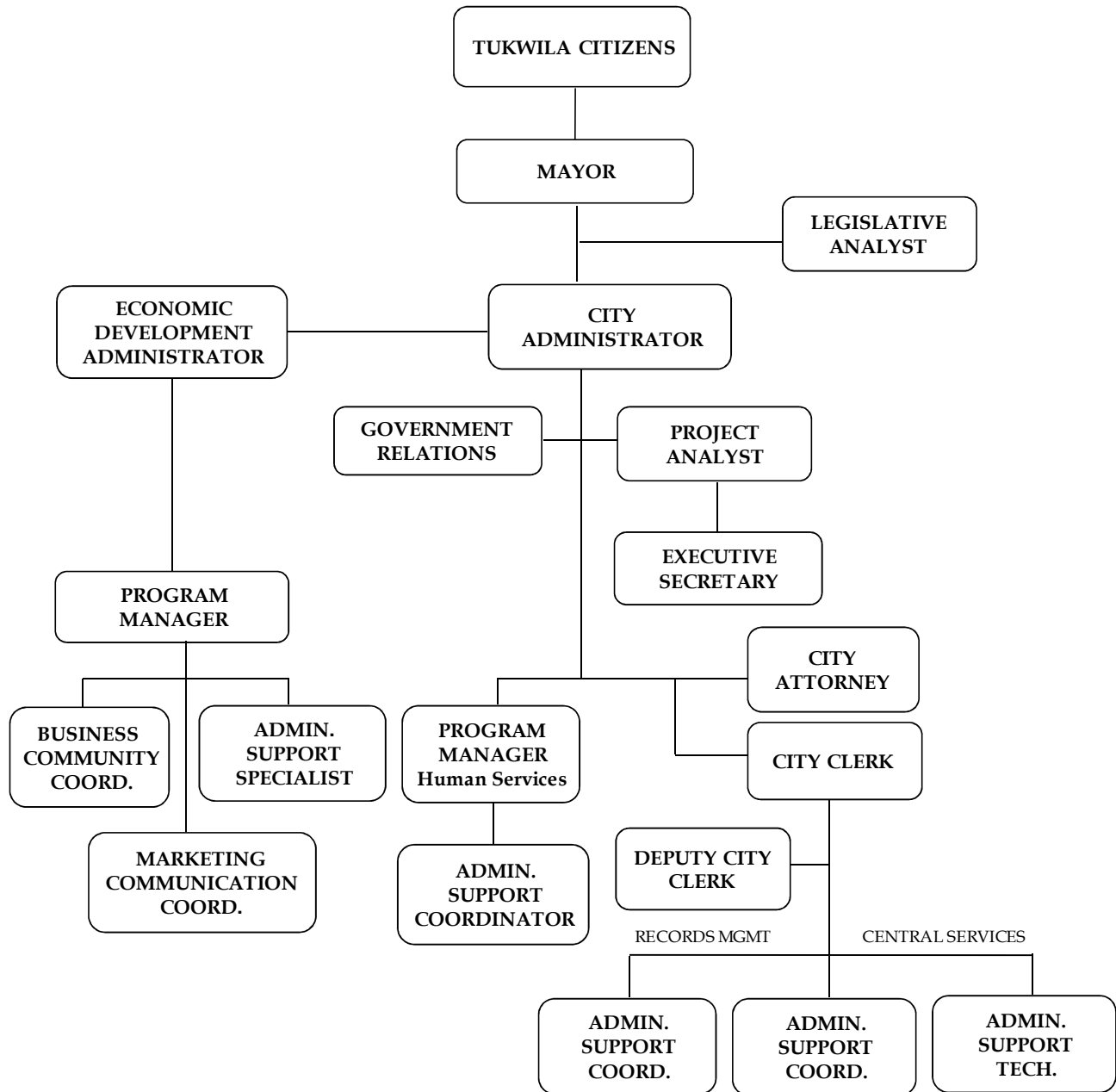
## Professional Services

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

### *City Council*

Account Number	Purpose	2013	2014
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	6,000	6,000
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	9,900	9,900
000.01.511.600.49.00	Public information items for Council related events and meetings	1,000	1,000
	Total Professional Services	\$ 43,400	\$ 43,400

## Mayor's Office



2013-14 Biennial Budget  
Mayor's Office  
Boards, Commissions, Administration

Program	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Budget	2012-13 % Chg	2013-14 % Chg
Mayor's Office	933,626	736,364	1,005,994	1,173,896	1,214,808	16.69%	3.49%
Human Services	564,070	672,792	699,683	705,500	713,052	0.83%	1.07%
Civil Service	57,837	28,753	60,663	-	-	-100.00%	0.00%
Public Defender Fees	-	164,507	163,000	202,000	202,000	23.93%	0.00%
Sister Cities Committee	2,362	3,076	2,975	2,975	6,475	0.00%	117.65%
Planning Commission	129	835	3,750	3,750	3,750	0.00%	0.00%
Equity & Diversity Committee	686	570	3,257	3,257	3,257	0.00%	0.00%
Arts Commission	21,411	12,910	26,000	26,000	26,000	0.00%	0.00%
Parks Commission	2,598	1,824	3,688	3,688	3,688	0.00%	0.00%
Library Advisory Board	1,792	2,470	5,000	5,000	5,000	0.00%	0.00%
City Clerk	584,485	544,671	624,573	614,155	659,808	-1.67%	7.43%
Economic Development	39,535	26,108	48,908	48,408	48,408	-1.02%	0.00%
Intergovernmental Services	20,125	23,208	26,500	27,500	27,500	3.77%	0.00%
Total	\$ 2,228,656	\$ 2,218,089	\$ 2,673,991	\$ 2,816,129	\$ 2,913,746	5.32%	3.47%

## Expenditure &amp; Revenue Summary – Department Wide

*Mayor's Office*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 957,856	\$ 922,461	\$ 1,017,589	\$ 1,142,789	\$ 1,189,223	12.30%	4.06%
20 Personnel Benefits	338,626	271,301	338,884	352,617	372,300	4.05%	5.58%
30 Supplies	17,500	15,082	38,791	47,959	47,959	23.63%	0.00%
40 Prof Services	894,546	986,036	1,231,227	1,245,264	1,276,764	1.14%	2.53%
50 Intergovt. Services & Taxes	20,129	23,209	26,500	27,500	27,500	3.77%	0.00%
60 Capital Outlays	-	-	21,000	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>2,228,656</b>	<b>2,218,089</b>	<b>2,673,991</b>	<b>2,816,129</b>	<b>2,913,746</b>	<b>5.32%</b>	<b>3.47%</b>

REVENUE							
General Fund	2,228,656	2,218,089	2,673,991	2,816,129	2,913,746	5.32%	3.47%
<b>REVENUE TOTAL</b>	<b>\$ 2,228,656</b>	<b>\$ 2,218,089</b>	<b>\$ 2,673,991</b>	<b>\$ 2,816,129</b>	<b>\$ 2,913,746</b>	<b>5.32%</b>	<b>3.47%</b>

## Budget Changes – Department Wide

*Mayor's Office*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$1,017,589	\$ 34,968	\$ (5,000)	\$ 95,232	\$ -	\$ -	\$1,142,789	\$46,434	\$ -	\$ -	\$ -	\$ -	\$1,189,223
20-Benefits	338,884	(14,920)	-	28,653	-	-	352,617	19,683	-	-	-	-	372,300
30-Supplies	38,791	-	10,293	-	-	(1,125)	47,959	-	-	-	-	-	47,959
40-Prof. Serv.	1,231,227	(90,000)	(5,663)	130,000	-	(20,300)	1,245,264	-	-	31,500	-	-	1,276,764
50-Intergov	26,500	-	1,000	-	-	-	27,500	-	-	-	-	-	27,500
60-Capital	21,000	(21,000)	-	-	-	-	-	-	-	-	-	-	-
Total	\$2,673,991	\$ (90,952)	\$ 630	\$253,885	\$ -	\$ (21,425)	\$2,816,129	\$66,117	\$ -	\$31,500	\$ -	\$ -	\$2,913,746

Non-discretionary budget changes include salary COLA and step increases, healthcare cost changes and increase in other employee benefits, additional public defender costs due to new state legislation limiting public defender case loads and removal of 2012 budget for completed capital expenditures. The 2013-2014 Initiative provides \$100,000 budget for community outreach as a follow through to the Strategic Planning efforts. The strategic plan process is key to future success in aligning priorities. The 2014 initiative provides budget for digitalization of records.

Civil Service responsibilities have been transferred to Human Resources department and the Sister City responsibilities have been transferred to Recreation.

**Salaries & Benefits - Department Wide***Mayor's Office*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Mayor	1	1	\$ 99,720	\$ 29,618	1	\$ 102,720	\$ 31,258
City Administrator	1	1	156,233	41,714	1	165,744	44,461
Economic Development Admin	1	1	134,928	27,388	1	138,996	29,338
Executive Secretary	1	1	64,696	31,497	1	69,094	32,931
Project Analyst		1	80,112	29,457	1	85,764	31,342
Government Relations Mgr		1	95,232	28,653	1	98,268	30,244
Program Manager	1	1	101,832	24,202	1	104,832	25,822
Admin Support Coordinator	1	1	63,766	26,769	1	65,664	27,803
City Clerk	1	1	96,055	32,087	1	99,528	33,762
Deputy City Clerk	1	1	74,232	18,614	1	76,416	19,831
Admin Support Technician	2	1	55,344	25,398	1	56,976	26,299
Admin Support Coordinator	2	1.75	109,566	37,220	1.75	114,148	39,209
Civil Service Examiner	1	-	-	-	-	-	-
Extra Labor			10,500	-		10,500	-
Overtime			573	-		573	-
Department Total	13	12.75	\$ 1,142,789	\$ 352,617	12.75	\$ 1,189,223	\$ 372,300



## Goals & Accomplishments

**DEPARTMENT:** Mayor (03)

**FUND:** General

**RESPONSIBLE MANAGER:** Jim Haggerton

**DIVISION:** 513.100/552.100/512.500

**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.

### 2011-2012 Accomplishments

- ◆ Selected a developer and executed a disposition and development agreement for Tukwila Village.
- ◆ Implemented a Strategic Planning process which resulted in a clear, actionable and measurable Strategic Plan for helping the City prioritize key projects and needs of the community over the next 10-15 years.
- ◆ Established improved processes and techniques for communication/involvement with the broader residential community.
- ◆ Supported the re-establishment of the Neighborhood Resource Center along Tukwila International Boulevard.

### 2013 Program Goals

- ◆ Support design and construction of Tukwila Village.
- ◆ Implement Council direction on formation of a tourism promotion area.
- ◆ Implement Council direction resulting from the City strategic plan.
- ◆ Create an economics based strategy for revitalization of Tukwila International Boulevard.
- ◆ Continue efforts to improve customer service by utilization of "best practices" models and processes (logistics/organization) at City Hall.

### 2014 Program Goals

- ◆ Support construction of Tukwila Village.
- ◆ Collaborate with the Tukwila Village developer to form a non-profit organization to manage and schedule the plaza and commons.
- ◆ Grow the private sector participation in the Southcenter Marketing Partnership and increase marketing efforts.
- ◆ Implement an economics based strategy for revitalization of Tukwila International Boulevard.
- ◆ Continue implementation of Council direction resulting from the City Strategic Plan.

## Expenditure & Revenue Summary

### Mayor's Office - Administration

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 486,710	\$ 459,007	\$ 527,832	\$ 640,921	\$ 670,586	21.43%	4.63%
20 Personnel Benefits	145,314	113,136	151,182	188,327	199,574	24.57%	5.97%
30 Supplies	4,295	6,884	10,440	16,208	16,208	55.25%	0.00%
40 Prof Services	394,676	376,703	568,111	578,848	578,848	1.89%	0.00%
50 Intergovt. Services & Taxes	20,129	23,209	26,500	27,500	27,500	3.77%	0.00%
60 Capital Outlays	-	-	21,000	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>1,051,123</b>	<b>978,940</b>	<b>1,305,065</b>	<b>1,451,804</b>	<b>1,492,716</b>	<b>11.24%</b>	<b>2.82%</b>

REVENUE							
General Fund	1,051,123	978,940	1,305,065	1,451,804	1,492,716	11.24%	2.82%
<b>REVENUE TOTAL</b>	<b>\$ 1,051,123</b>	<b>\$ 978,940</b>	<b>\$ 1,305,065</b>	<b>\$ 1,451,804</b>	<b>\$ 1,492,716</b>	<b>11.24%</b>	<b>2.82%</b>

## Budget Changes

Non-discretionary budget changes for the Mayor's Office include step and COLA increases for salaries, health care cost changes and an increase in public defender costs. The approved initiative establishes Tukwila's Neighborhood Outreach Liaison program to improve communication and understanding between the City and our non-English speaking populations. Transfers include civil service responsibilities to Human Resources department and transfer of hearing examiner budget to Community Development Administrative division.

### Mayor's Office - Administration

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 527,832	\$ 22,857	\$ (5,000)	\$ 95,232	\$ -	\$ -	\$ 640,921	\$ 29,665	\$ -	\$ -	\$ -	\$ -	\$ 670,586
20-Benefits	151,182	8,492	-	28,653	-	-	188,327	11,247	-	-	-	-	199,574
30-Supplies	10,440	-	6,893	-	-	(1,125)	16,208	-	-	-	-	-	16,208
40-Prof. Serv.	568,111	(90,000)	(8,963)	130,000	-	(20,300)	578,848	-	-	-	-	-	578,848
50-Intergov	26,500	-	1,000	-	-	-	27,500	-	-	-	-	-	27,500
60-Capital	21,000	(21,000)	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 1,305,065	\$ (79,651)	\$ (6,070)	\$ 253,885	\$ -	\$ (21,425)	\$ 1,451,804	\$ 40,912	\$ -	\$ -	\$ -	\$ -	\$ 1,492,716

## Salaries and Benefits

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

### *Mayor's Office - Administration*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Mayor	1	1	\$ 99,720	\$ 29,618	1	\$ 102,720	\$ 31,258
City Administrator	1	1	156,233	41,714	1	165,744	44,461
Economic Development Admin	1	1	134,928	27,388	1	138,996	29,338
Executive Secretary	1	1	64,696	31,497	1	69,094	32,931
Government Relations Mgr	-	1	95,232	28,653	1	98,268	30,244
Civil Service Examiner	1	-	-	-	-	-	-
Project Analyst	-	1	80,112	29,457	1	85,764	31,342
Extra Labor			10,000	-		10,000	-
Department Total	5	6	\$ 640,921	\$ 188,327	6	\$ 670,586	\$ 199,574

## Professional Services

Professional services and 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.

### *Mayor's Office - Administration*

Account Number	Purpose	2013	2014
000.03.512.500.41.00	Public Defender Costs (formerly in Court budget)	\$ 202,000	\$ 202,000
000.03.513.100.41.00	Neighborhood Outreach Liaison Program	30,000	30,000
000.03.513.100.41.01	SWCC Services	2,500	2,500
000.03.513.100.41.02	Strategic Plan, Washington DC consultants	185,000	185,000
000.03.513.100.43.00	Travel for NCL, AWC conferences, Seattle Chamber annual meeting, etc.	6,000	6,000
000.03.513.100.45.00	Operating Rentals and leases	2,200	2,200
000.03.513.100.45.94	Replacement fund for Mayor's Office vehicle	2,645	2,645
000.03.513.100.45.95	Equipment O & M for Mayor's Office vehicle	8,703	8,703
000.03.513.100.48.00	Repairs for Mayor's Office copier (1) and printers (2)	3,250	3,250
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	20,050	20,050
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	2,500	2,500
000.03.513.100.49.03	Employee appreciation (formerly in Parks & Rec budget)	5,000	5,000
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	6,000	6,000
000.03.513.100.49.56	Green initiatives to be identified by departments	30,000	30,000
	Total General Administration Professional Services	\$ 540,098	\$ 540,098

Account Number	Purpose	2013	2014
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	5,000	5,000
000.03.552.100.41.00	Southcenter Marketing Partnership	1,500	1,500
000.03.552.100.41.00	Chamber of Commerce	5,000	5,000
000.03.552.100.41.00	Miscellaneous professional services	1,000	1,000
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, Tuk Int'l Blvd	12,000	12,000
	Total Economic Development Professional Services	\$ 38,750	\$ 38,750

	Total Mayor's Office Administration Professional Services	\$ 578,848	\$ 578,848
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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.

### 2011-2012 Accomplishments

- ◆ Awarded through competitive application, \$242,300 for sub-regional minor home repair program serving over 37 Tukwila households and coordinating with cities of SeaTac, Des Moines and Covington.
- ◆ Assisted over 3,500 requests for information and referral including requests for rent and utility assistance.
- ◆ Achieved successful provision of services from 29 agencies representing 39 programs.
- ◆ Tukwila was awarded with a Hyde senior and disabled adult services shuttle by collaborating with City of SeaTac, and with senior program services in both Tukwila and SeaTac.
- ◆ Involvement in the Global to Local initiative leveraged funding and supports for health care access, back to school backpacks, community cafés, and leadership development.
- ◆ Provided cultural awareness assistance to other departments, strategic planning process, community based organizations.
- ◆ Assisted with demographic information requests to city departments, King County, community based organizations.

### 2013-2014 Program Goals

- ◆ Implement, manage, and monitor human service contracts.
- ◆ Outreach to diverse Tukwila residents to identify needs and match with resources. Link City and community partners to community based organizations.
- ◆ 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.
- ◆ Implement, manage and monitor multi-city housing repair program using federal funds.
- ◆ Provide support and coordination for Global to Local project.
- ◆ Provide support and coordination for Tukwila Human Services Advisory Board.
- ◆ Coordinate and support integration of human services in Tukwila school district.
- ◆ Provide emergency preparedness support in the areas of case management, housing and human services assistance. Coordinate with other departments.
- ◆ Provide training to other departments, organizations around human service issues.

## Expenditure & Revenue Summary

### Mayor's Office – Human Services

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 151,436	\$ 157,618	\$ 161,945	\$ 166,671	\$ 171,569	2.92%	2.94%
20 Personnel Benefits	47,801	46,056	52,580	50,971	53,625	-3.06%	5.21%
30 Supplies	1,260	818	1,688	1,688	1,688	0.00%	0.00%
40 Prof Services	363,573	468,301	483,470	486,170	486,170	0.56%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>564,070</b>	<b>672,792</b>	<b>699,683</b>	<b>705,500</b>	<b>713,052</b>	<b>0.83%</b>	<b>1.07%</b>

REVENUE							
General Fund	564,070	672,792	699,683	705,500	713,052	0.83%	1.07%
<b>REVENUE TOTAL</b>	<b>\$ 564,070</b>	<b>\$ 672,792</b>	<b>\$ 699,683</b>	<b>\$ 705,500</b>	<b>\$ 713,052</b>	<b>0.83%</b>	<b>1.07%</b>

## Budget Changes

Budget changes for the Human Services budget include COLA increases for salaries, health care cost changes and a slight increase in miscellaneous professional services for interpretation and translation needs.

### Mayor's Office – Human Services

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 161,945	\$ 4,726	\$ -	\$ -	\$ -	\$ -	\$ 166,671	\$ 4,898	\$ -	\$ -	\$ -	\$ -	\$ 171,569
20-Benefits	52,580	(1,609)	-	-	-	-	50,971	2,654	-	-	-	-	53,625
30-Supplies	1,688	-	-	-	-	-	1,688	-	-	-	-	-	1,688
40-Prof. Serv.	483,470	-	2,700	-	-	-	486,170	-	-	-	-	-	486,170
Total	\$ 699,683	\$ 3,117	\$ 2,700	\$ -	\$ -	\$ -	\$ 705,500	\$ 7,552	\$ -	\$ -	\$ -	\$ -	\$ 713,052

## Salaries and Benefits

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

### Mayor's Office – Human Services

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Program Manager	1	1	\$ 101,832	\$ 24,202	1	\$ 104,832	\$ 25,822
Admin Support Coordinator	1	1	63,766	26,769	1	65,664	27,803
Extra Labor			500	-		500	-
Overtime			573	-		573	-
Department Total	2	2	\$ 166,671	\$ 50,971	2	\$ 171,569	\$ 53,625

## Professional Services

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

### *Mayor's Office – Human Services*

Account Number	Purpose	2013	2014
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	2,620	2,620
000.03.557.201.41.00	Information & Referral: Crisis Clinic Teen Link	1,500	1,500
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.	55,092	55,092
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: King county Bar Foundation- Pro Bono Services	2,500	2,500
000.03.557.201.41.00	Support for Self Sufficiency: Lutheran Community Services- Supportive Svcs	5,000	5,000
000.03.557.201.41.00	Support for Self Sufficiency: Literacy Source - ESL	15,400	15,400
000.03.557.201.41.00	Support for Self Sufficiency: ReWA - Family Support & case management	21,200	21,200
000.03.557.201.41.00	Support for Self Sufficiency: Senior Services Meals on Wheels	7,079	7,079
000.03.557.201.41.00	Support for Self Sufficiency: Senior Services Volunteer Transportation	2,048	2,048
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	17,000	17,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Multi Service Center Emergency Assistance	45,000	45,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Sound Mental Health - Safe and Sound	3,000	3,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: DAWN Community Advocacy Program	4,000	4,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: YWCA Domestic Violence Advocate	5,000	5,000
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	6,750	6,750
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: 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: Pregnancy Aid	2,000	2,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Sound Mental Health	13,000	13,000
000.03.557.201.41.00	Safety Net Urgent Basic Needs: Tukwila Pantry	24,370	24,370
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	4,000	4,000
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-RAYS	31,330	31,330
000.03.557.201.41.00	Contingency Funding	18,300	18,300
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	1,700	1,700
000.03.557.201.49.01	Human Services Commission mtgs, food, program registrations, materials	500	500
	<b>Total Professional Services</b>	<b>\$ 486,170</b>	<b>\$ 486,170</b>

## Goals & Accomplishments

**DEPARTMENT:** Mayor (03) – Sister Cities Comm.

**FUND:** General

**RESPONSIBLE MANAGER:** David Cline

**DIVISION:** 513.201

**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.

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).

### 2011-2012 Accomplishments

- ◆ Actively participated in City special events to fundraise and share information about the Sister City program.
- ◆ Successfully hosted an incoming delegation from our Sister City in Miyoshi Japan in October 2011.
- ◆ Successfully organized a delegation of students and chaperones on a visit to Miyoshi Japan in March/ April 2012.

### 2013 Program Goals

- ◆ Develop a rotating display of Sister City gift items to showcase at City facilities and City special events.
- ◆ Continue fundraising efforts to help support the Sister City program.
- ◆ Host an incoming delegation from our Sister City (Miyoshi, Japan).

### 2014 Program Goals

- ◆ Continue fundraising efforts to help support the Sister City program.
- ◆ Send an outgoing delegation of students and community members to our Sister City (Miyoshi, Japan).
- ◆ Explore opportunities to expand the Sister City program to other countries represented in Tukwila.



## Expenditure & Revenue Summary

### Mayor's Office – Sister Cities Committee

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 272	\$ 973	\$ 425	\$ 425	\$ 425	0.00%	0.00%
40 Prof Services	2,090	2,104	2,550	2,550	6,050	0.00%	137.25%
<b>EXPENDITURE TOTAL</b>	<b>2,362</b>	<b>3,076</b>	<b>2,975</b>	<b>2,975</b>	<b>6,475</b>	<b>0.00%</b>	<b>117.65%</b>

<b>REVENUE</b>							
General Fund	2,362	3,076	2,975	2,975	6,475	0.00%	117.65%
<b>REVENUE TOTAL</b>	<b>\$ 2,362</b>	<b>\$ 3,076</b>	<b>\$ 2,975</b>	<b>\$ 2,975</b>	<b>\$ 6,475</b>	<b>0.00%</b>	<b>117.65%</b>

## Budget Changes

Budget changes in the Sister Cities committee includes additional budget for a City representative to attend the Sister City delegation trip to Japan in 2014.

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
30-Supplies	425	-	-	-	-	-	425	-	-	-	-	-	425
40-Prof. Serv.	2,550	-	-	-	-	-	2,550	-	-	3,500	-	-	6,050
Total	\$ 2,975	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,975	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 6,475

## Professional Services

### Mayor's Office – Sister Cities Committee

Account Number	Purpose	2013	2014
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	1,550	5,050
000.03.513.204.49.00	Registrations, prof. Trng, development fo brochures, post-visit memoir books	500	500
	Total Professional Services	\$ 2,550	\$ 6,050

## Goals & Accomplishments

**DEPARTMENT:** Mayor (03) – Planning Comm.

**FUND:** General

**RESPONSIBLE MANAGER:** David Cline

**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.

### 2011-2012 Accomplishments

- ◆ Reviewed Housekeeping Zoning Code Amendments.
- ◆ Reviewed Tukwila Urban Center Plan.
- ◆ Conducted Design Review.

### 2013 Program Goals

- ◆ Review Community Image, Natural Environment, Transportation, Economic Development, Capital Facilities, Housing Comp Plan Chapters.
- ◆ Review Tree Ordinance and Landscape Standards update.
- ◆ Conduct Design Review.

### 2014 Program Goals

- ◆ Review Tukwila South, TIB, Residential Neighborhoods, Annexation, Utilities, Roles and Responsibilities Comprehensive Plan Chapters.
- ◆ Review Update of the Tukwila International Boulevard Plan.

## Expenditure & Revenue Summary

### *Mayor's Office – Planning Commission*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 129	\$ 133	\$ 2,250	\$ 2,250	\$ 2,250	0.00%	0.00%
40 Prof Services	-	702	1,500	1,500	1,500	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>129</b>	<b>835</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>	<b>0.00%</b>	<b>0.00%</b>

<b>REVENUE</b>							
General Fund	129	835	3,750	3,750	3,750	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 129</b>	<b>\$ 835</b>	<b>\$ 3,750</b>	<b>\$ 3,750</b>	<b>\$ 3,750</b>	<b>0.00%</b>	<b>0.00%</b>

## Budget Changes

There are no budget changes in Planning Commission.

## Professional Services

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

### *Mayor's Office – Planning Commission*

Account Number	Purpose	2013	2014
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
	<b>Total Professional Services</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>

## Goals & Accomplishments

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

**DIVISION:** 513.203

**FUND:** General

**FUND NUMBER:** 000

**RESPONSIBLE MANAGER:** David Cline

**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.

### 2011-2012 Accomplishments

- ◆ Supported the City's Cultural Awareness Event by hosting a booth and providing contact information magnets (English, Spanish, Somali, Napali) for residents and visitors.
- ◆ Provided support to the Tukwila Police Explorers group in the form of a grant, which provided an educational/training opportunity to a group of Explorers from broad ethnic backgrounds.
- ◆ Provided financial support to One America's Washington New Americans Program, and the Washington State Chapter of the American Immigration Lawyers Association Citizenship Day Event to assist in helping refugee families apply for US Citizenship.

### 2013 -2014 Program Goals

- ◆ Support the City's efforts to continue outreach efforts into our ethnically diverse populations through attendance at community and regional forums/meetings, etc.
- ◆ Promote educational and cultural programs that showcase and celebrate the rich cultural and ethnic diversity of the Tukwila community.
- ◆ Proactively foster/develop partnerships among entities and groups that are working to promote a more equitable Tukwila for all members of our community.

## Expenditure & Revenue Summary

### *Mayor's Office – Equity and Diversity Commission*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 109	\$ 30	\$ 1,357	\$ 1,357	\$ 1,357	0.00%	0.00%
40 Prof Services	577	540	1,900	1,900	1,900	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>686</b>	<b>570</b>	<b>3,257</b>	<b>3,257</b>	<b>3,257</b>	<b>0.00%</b>	<b>0.00%</b>

<b>REVENUE</b>							
General Fund	686	570	3,257	3,257	3,257	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 686</b>	<b>\$ 570</b>	<b>\$ 3,257</b>	<b>\$ 3,257</b>	<b>\$ 3,257</b>	<b>0.00%</b>	<b>0.00%</b>

## Budget Changes

There are no budget changes in Equity and Diversity Commission.

## Professional Services

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

### *Mayor's Office – Equity and Diversity Commission*

Account Number	Purpose	2013	2014
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:** David Cline

**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.

#### 2011-2012 Accomplishments

- ◆ Integrated Rotated Art Program.
- ◆ Promoted and increased participation in annual art show by 15%.
- ◆ Continued to encourage and promote artistic and cultural activities for residents, businesses and visitors.

#### 2013 -2014 Program Goals

- ◆ Continue to encourage and promote artistic and cultural activities for residents, businesses and visitors.
- ◆ Collaborate with staff and the Parks Commission to design and distribute a self-guided brochure of Tukwila's Parks and Public Art.
- ◆ Explore funding opportunities to enable more artistic and cultural activities within the City.

**Expenditure & Revenue Summary***Mayor's Office – Arts Commission*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 1,134	\$ 651	\$ 9,035	\$ 9,035	\$ 9,035	0.00%	0.00%
40 Prof Services	20,277	12,259	16,965	16,965	16,965	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>21,411</b>	<b>12,910</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>0.00%</b>	<b>0.00%</b>

<b>REVENUE</b>							
General Fund	21,411	12,910	26,000	26,000	26,000	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 21,411</b>	<b>\$ 12,910</b>	<b>\$ 26,000</b>	<b>\$ 26,000</b>	<b>\$ 26,000</b>	<b>0.00%</b>	<b>0.00%</b>

**Budget Changes**

There are no budget changes in Arts Commission.

**Professional Services**

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

*Mayor's Office – Arts Commission*

Account Number	Purpose	2013	2014
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	5,000	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	2,500	2,500
000.03.573.900.49.00	Memberships, training and workshops	1,515	1,515
	<b>Total Professional Services</b>	<b>\$ 16,965</b>	<b>\$ 16,965</b>

## Goals & Accomplishments

**DEPARTMENT:** Mayor (03) – Parks Commission

**FUND:** General

**RESPONSIBLE MANAGER:** David Cline

**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.

### 2011-2012 Accomplishments

- ◆ Sponsored Autumn Harvest Festival.
- ◆ Supported Tobacco-Free Parks.
- ◆ Confirmed the importance of the Foster Golf Course as an asset to the community.
- ◆ Supported acquisition of property at Duwamish Hill Preserve.
- ◆ Supported the Holiday Giving Program.
- ◆ Participated in the Tukwila Tree and Environment Committee.

### 2013 - 2014 Program Goals

- ◆ Review and assist administration on all 2013-2014 CIP projects.
- ◆ Attend Board & Commission workshops sponsored by the Washington Recreation and Parks Association.
- ◆ Assist with the Parks, Recreation, and Open Space Plan.
- ◆ Collaborate with Department to develop and implement a "Clean Parks" initiative.
- ◆ Collaborate with Department and Arts Commission in designing a Parks/Facilities and Arts Guide.



**Expenditure & Revenue Summary***Mayor's Office – Parks Commission*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 739	\$ 68	\$ 1,688	\$ 1,688	\$ 1,688	0.00%	0.00%
40 Prof Services	1,859	1,757	2,000	2,000	2,000	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>2,598</b>	<b>1,824</b>	<b>3,688</b>	<b>3,688</b>	<b>3,688</b>	<b>0.00%</b>	<b>0.00%</b>

<b>REVENUE</b>							
General Fund	2,598	1,824	3,688	3,688	3,688	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 2,598</b>	<b>\$ 1,824</b>	<b>\$ 3,688</b>	<b>\$ 3,688</b>	<b>\$ 3,688</b>	<b>0.00%</b>	<b>0.00%</b>

**Budget Changes**

There are no budget changes in Parks Commission.

**Professional Services**

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

*Mayor's Office – Parks Commission*

Account Number	Purpose	2013	2014
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:** David Cline

**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.

### 2011-2012 Accomplishments

- ◆ Continued to work closely with City Staff and Library Staff to encourage participation in literacy related activities
- ◆ Supported literacy programs through Tukwila Parks and Recreation and the King County Library System
- ◆ Actively participated in several City sponsored events.

### 2013-2014 Goals

- ◆ Represent and communicate with residents throughout the development of the new King County Library in Tukwila.
- ◆ Supported literacy programs through Tukwila Parks and Recreation and the King County Library System
- ◆ Actively participated in several City sponsored events.

## Expenditure & Revenue Summary

### *Mayor's Office – Library Advisory Board*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 1,792	\$ 2,470	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>1,792</b>	<b>2,470</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.00%</b>	<b>0.00%</b>

<b>REVENUE</b>							
General Fund	1,792	2,470	5,000	5,000	5,000	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,792</b>	<b>\$ 2,470</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0.00%</b>	<b>0.00%</b>

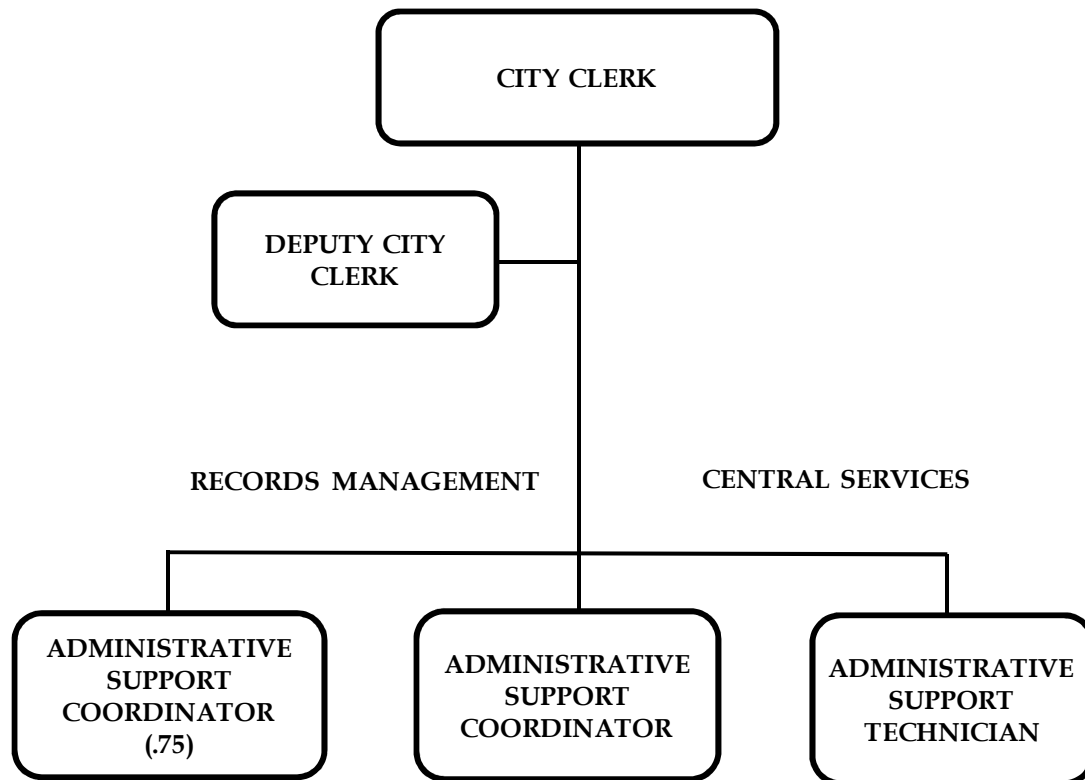
## Budget Changes

There are no budget changes for the Library Advisory Board for the 2013-2014 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.

### 2011-2012 Accomplishments

- ◆ Opened Digital Records Center to the public providing access to City documents.
- ◆ Commenced extensive project to digitize high-retrieval Community Development records from microfilm.
- ◆ Inclusion of City recorded documents into Digital Records Center.
- ◆ Researched automated Agenda Management systems.
- ◆ Implemented process for items requiring follow-up to the City Council for inclusion in City Administrator's Report.
- ◆ Instituted Records Management Orientation and Training program.
- ◆ Addition of Public Records Request forms on City website.
- ◆ Development of comprehensive Public Records Request Policy.
- ◆ Integration of responsibilities to support the Metropolitan Park District.
- ◆ Provided professional development training for staff: City Clerk achieved Master Municipal Clerk certification; Deputy Clerk achieved Certified Municipal Clerk certification; Records Coordinator earned Local Government Archives and Records Administration certificate from the National Association of Government Archives and Records Administrators (NAGARA).

### 2013-2014 Program Goals

- ◆ Increase pet licensing by staffing booths at City events and through community outreach.
- ◆ Implement employee training specific to Public Records Requests.
- ◆ Continue records management training, including monitoring of electronic records destruction, and adherence to retention schedule changes.
- ◆ Review digitized recorded documents prior to public access.
- ◆ Continuation of project to digitize high-retrieval Community Development records from microfilm.
- ◆ Implement automated Agenda Management process to allow web based agenda creation and approvals.
- ◆ Provide professional development training for all staff.
- ◆ Addition of newly digitized Community Development records from annual microfilming of paper documents.
- ◆ Begin development of draft Records Emergency Action Plan (REAP).
- ◆ Research and investigate use of Digital Records Center by other City departments to increase transparency.

## Expenditure & Revenue Summary

### Mayor's Office – City Clerk

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 319,710	\$ 305,836	\$ 327,812	\$ 335,197	\$ 347,068	2.25%	3.54%
20 Personnel Benefits	145,512	112,109	135,122	113,319	119,101	-16.14%	5.10%
30 Supplies	7,771	3,055	6,908	10,308	10,308	49.22%	0.00%
40 Prof Services	111,493	123,671	154,731	155,331	183,331	0.39%	18.03%
<b>EXPENDITURE TOTAL</b>	<b>584,485</b>	<b>544,671</b>	<b>624,573</b>	<b>614,155</b>	<b>659,808</b>	<b>-1.67%</b>	<b>7.43%</b>

REVENUE							
General Fund	584,485	544,671	624,573	614,155	659,808	-1.67%	7.43%
<b>REVENUE TOTAL</b>	<b>\$ 584,485</b>	<b>\$ 544,671</b>	<b>\$ 624,573</b>	<b>\$ 614,155</b>	<b>\$ 659,808</b>	<b>-1.67%</b>	<b>7.43%</b>

## Budget Changes

Budget changes for the City Clerk's office include step increases and COLA increases for salaries and health care cost changes. Additional professional services funding in the amount of \$28,000 was added in 2014 to microfilm and digitize essential State Environmental Policy Act (SEPA) and sign code records.

### Mayor's Office – City Clerk

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 327,812	\$ 7,385	\$ -	\$ -	\$ -	\$ -	\$ 335,197	\$ 11,871	\$ -	\$ -	\$ -	\$ -	\$ 347,068
20-Benefits	135,122	(21,803)	-	-	-	-	113,319	5,781	-	-	-	-	119,101
30-Supplies	6,908	-	3,400	-	-	-	10,308	-	-	-	-	-	10,308
40-Prof. Serv.	154,731	-	600	-	-	-	155,331	-	-	28,000	-	-	183,331
50-Intergov	-	-	-	-	-	-	-	-	-	-	-	-	-
60-Capital	-	-	-	-	-	-	-	-	-	-	-	-	-
Other													
<b>Total</b>	<b>\$ 624,573</b>	<b>\$ (14,418)</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 614,155</b>	<b>\$ 17,652</b>	<b>\$ -</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 659,808</b>

## Salaries and Benefits

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

### Mayor's Office – City Clerk

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
City Clerk	1	1	\$ 96,055	\$ 32,087	1	\$ 99,528	\$ 33,762
Deputy City Clerk	1	1	74,232	18,614	1	76,416	19,831
Admin Support Technician	2	1	55,344	25,398	1	56,976	26,299
Admin Support Coordinator	2	1.75	109,566	37,220	1.75	114,148	39,209
<b>Department Total</b>	<b>6</b>	<b>4.75</b>	<b>\$ 335,197</b>	<b>\$ 113,319</b>	<b>4.75</b>	<b>\$ 347,068</b>	<b>\$ 119,101</b>

## Professional Services

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

### *Mayor's Office – City Clerk*

Account Number	Purpose	2013	2014
000.03.514.300.41.00	Plantscapes indoor plantcare, Minute composition	\$ 6,000	\$ 6,000
000.03.514.300.42.00	Security Alarm for Records Ctr	600	600
000.03.514.300.42.02	City-wide postage	72,000	72,000
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	15,100	15,100
000.03.514.300.48.00	Repairs & maintenance for copiers, laserfiche, agenda management program	12,000	12,000
000.03.514.300.49.00	Memberships/Training - WMCA, IIMC, ARMA, King County Clerks	6,200	6,200
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.	20,800	48,800
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
	<b>Total Professional Services</b>	<b>\$ 155,331</b>	<b>\$ 183,331</b>

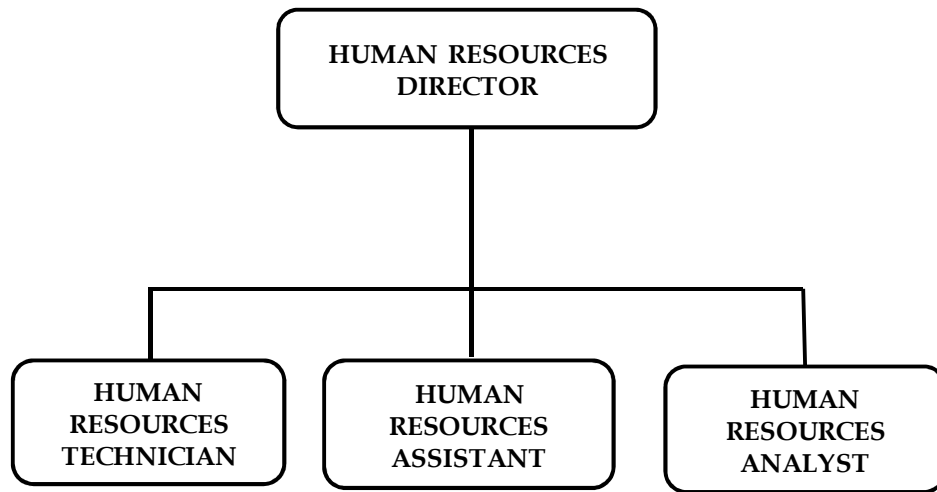
## Performance Measures

### *Mayor's Office – City Clerk*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
<b>LEGISLATIVE/LEGAL REQUIREMENTS</b>					
Legal Notifications: Public Hearings, Special Meetings, Executive Sessions, Bids, RFPs, Ordinance Summaries	108	100	100	100	100
Ordinances (reviewed, edited/code changes incorporated in TMC)	48	44	44	44	44
Resolutions (reviewed, edited, adopted)	26	27	27	27	27
Council Committee Agendas (compiled, reviewed, produced, digitized)	41	37	40	40	40
Council Agendas (compiled, reviewed, produced, digitized)	46	47	46	46	46
Minutes Composed	46	47	46	46	46
<b>RECORDS MANAGEMENT</b>					
Public Records Requests	90	93	95	95	95
Contracts/Agreements/Amendments/Change Orders	308	329	300	300	300
Boxes Managed at City's Records Center	1355	1421	1487	1500	1524
Trips to City Record's Center for research/document retrieval	36	48	52	52	52
City Documents Recorded	121	177	160	160	160
<b>CENTRAL SERVICES</b>					
Pet licenses	296	242	230	230	230
Notary Services	178	150	150	150	150
<b>METROPOLITAN PARK DISTRICT (MPD) -Election 8/16/11</b>					
MPD Agendas (compiled, reviewed, produced, digitized)	--	5	11	11	11
MPD Meeting Minutes Composed	--	4	11	11	11
Resolutions, Agreements, Meeting Notices	--	12	27	18	18



## 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), civil service, safety and benefit administration. Assists supervisors and managers in carrying out their employee relations responsibilities. Advises management on personnel policies and problem areas.

### 2011-2012 Accomplishments

- ◆ Conducted mandatory City Wide Anti-Harassment Training.
- ◆ Negotiated and settled USW Police Commanders Labor contracts.
- ◆ Negotiated and settled Police Guild Labor Contracts.
- ◆ Negotiated and settled Fire Union Labor Contracts.
- ◆ Conducted non-represented Wage Study for 2012.
- ◆ Successfully transitioned the Civil Service Examiner/Secretary role to the Human Resources Department.
- ◆ Appointed a third Civil Service Commissioner to fill a long-standing vacancy.
- ◆ Conducted three Civil Service promotional exams in 2011, and two in 2012.
- ◆ Conducted testing and oral boards for three positions in 2011 and four positions in 2012.
- ◆ Generated eligibility lists to fill multiple vacancies in both the Police and Fire Departments.
- ◆ Updated Civil Service rules.

### 2013-2014 Program Goals

- ◆ Update City Wide Accident Prevention Program.
- ◆ Update Bloodborne Pathogen Exposure Control Plan.
- ◆ Negotiate and Settle five Labor Contracts (Fire, Police Guild, Police Commanders, Non-Commissioned Police, Teamsters).
- ◆ Conduct a comprehensive review and revision to the Civil Service Rules.
- ◆ Work with Public Safety Testing to facilitate promotional tests for both Police and Fire Departments.
- ◆ Review and update job descriptions for Civil Service positions in the Police Department.

## Expenditure & Revenue Summary

### Human Resources

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 309,847	\$ 326,411	\$ 347,760	\$ 380,552	\$ 400,814	9.43 %	5.32 %
20 Personnel Benefits	105,999	99,564	114,528	116,396	123,572	1.63 %	6.17 %
30 Supplies	3,342	2,794	7,103	4,842	4,642	-31.83 %	-4.13 %
40 Prof Services	44,908	59,151	104,005	142,788	134,788	37.29 %	-5.60 %
<b>EXPENDITURE TOTAL</b>	<b>464,095</b>	<b>487,920</b>	<b>573,396</b>	<b>644,578</b>	<b>663,816</b>	<b>12.41%</b>	<b>2.98%</b>

REVENUE							
General Fund	464,095	487,920	573,396	644,578	663,816	12.41 %	2.98 %
<b>REVENUE TOTAL</b>	<b>\$ 464,095</b>	<b>\$ 487,920</b>	<b>\$ 573,396</b>	<b>\$ 644,578</b>	<b>\$ 663,816</b>	<b>12.41%</b>	<b>2.98%</b>

## Budget Changes

Non-discretionary budget changes for Human Resources include step increases and COLA increases for salaries and health care cost changes. Transfers comprise budget moved from the Mayor's Office to support Human Resources assumption of civil service responsibilities from the Mayor's office. Initiatives include increase in funding to purchase NEOGOV in 2013, which will automate the recruitment process and to contract with Public Safety Testing to perform promotional exams for police and fire personnel. A one-time funding to increase professional services in 2014 was approved to conduct classification and market analysis for various positions.

### Human Resources

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$347,760	\$ 32,792	\$ -	\$ -	\$ -	\$ -	\$380,552	\$20,262	\$ -	\$ -	\$ -	\$ -	\$400,814
20-Benefits	114,528	1,868	-	-	-	-	116,396	7,176	-	-	-	-	123,572
30-Supplies	7,103	-	(3,386)	-	-	1,125	4,842	-	(200)	-	-	-	4,642
40-Prof Serv	104,005	-	4,283	21,000	-	13,500	142,788	-	(38,000)	30,000	-	-	134,788
Total	\$573,396	\$ 34,660	\$ 897	\$21,000	\$ -	\$14,625	\$644,578	\$27,438	\$ (38,200)	\$30,000	\$ -	\$ -	\$663,816

## Salaries and Benefits

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

### *Human Resources*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Human Resources Director	1	1	\$ 134,532	\$ 30,522	1	\$ 144,430	\$ 33,124
Human Resources Analyst	1	1	95,232	31,925	1	98,040	33,478
Human Resources Assistant	1	1	84,668	30,038	1	90,280	31,973
Human Resources Technician	1	1	66,120	23,910	1	68,064	24,997
Department Total	4	4	\$ 380,552	\$ 116,396	4	\$ 400,814	\$ 123,572

## Professional Services

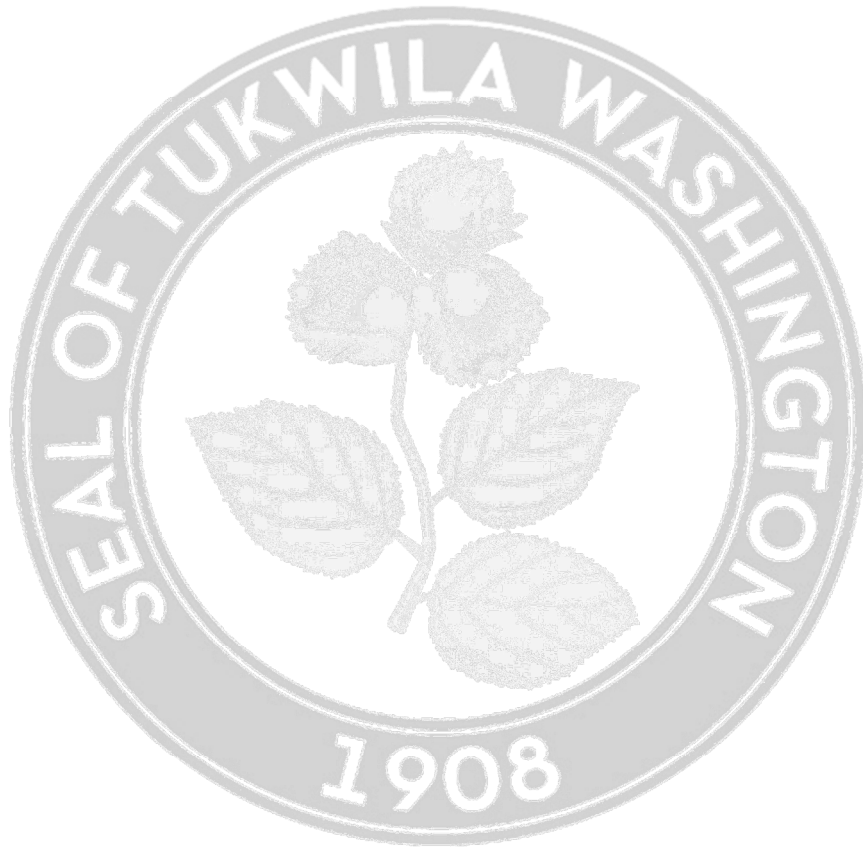
Professional services and contracts in the Human Resources department include labor relations consulting, city-wide employee training costs, and advertising, among others.

### *Human Resources*

Account Number	Purpose	2013	2014
000.04.516.200.41.00	Miscellaneous training, investigations, and background check and fees	10,700	39,700
000.04.516.200.41.02	General safety and training	2,350	2,350
000.04.516.200.41.03	Labor relations, negotiations/mediations for bargaining units	46,500	14,500
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)	9,075	9,075
000.04.516.200.41.05	NEOGOV Software	13,500	8,500
000.04.516.200.43.00	Meals, Parking, Mileage, Lodging for WAPLRA and NPLRA	1,500	1,500
000.04.516.200.44.00	Advertising job openings	6,000	6,000
000.04.516.200.45.00	Rentals/leases	2,108	2,108
000.04.516.200.48.00	Eden software, copier and typewriter repair and maintenance	5,105	5,105
000.04.516.200.49.01	Annual memberships for various organizations	1,800	1,800
000.04.516.200.49.02	Printing of department forms and new employee packets	650	650
000.04.516.200.49.03	Registrations for conferences and training	2,750	2,750
000.04.516.202.41.00	Public Safety Testing quarterly fees, Promotional Testing Fees	18,000	18,000
000.04.516.202.41.00	Legal Fees	4,000	4,000
000.04.516.202.44.00	Advertising for non-commissioned, lateral police and firefighters positions	1,000	1,000
000.04.516.202.45.00	Room rentals and other expenses for testing for non-commissioned positions	1,000	1,000
000.04.516.202.49.00	Miscellaneous: conference registration for Commissioners	750	750
000.04.516.202.49.01	Training	500	500
	Total Professional Services	\$ 142,788	\$ 134,788

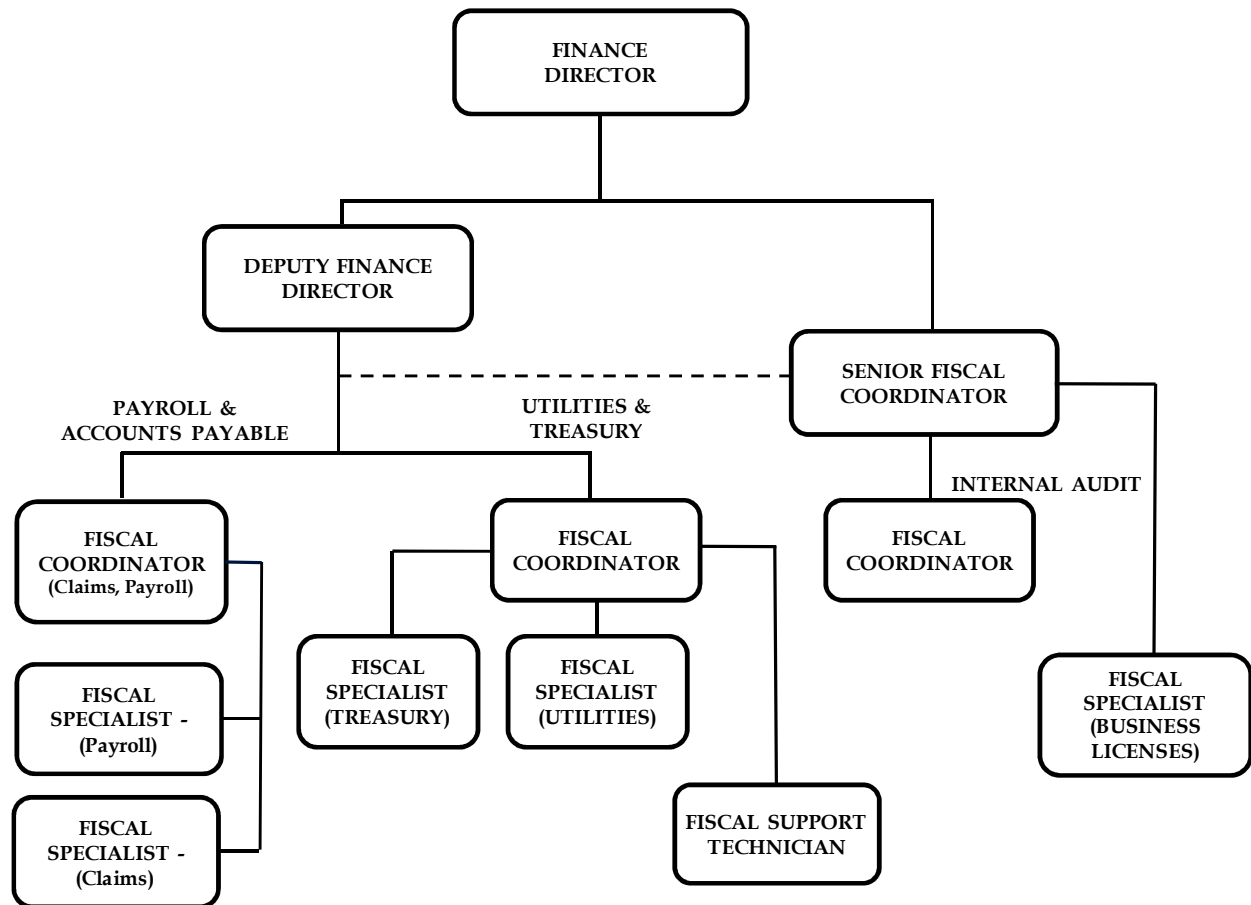
**Performance Measures***Human Resources*

<b>Human Resources</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
Vacancies Advertised	19	24	9	20	24
Applications Processed	591	438	250	500	600
Applicants Interviewed	50	50	33	50	75



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## Finance



## Goals & Accomplishments

**DEPARTMENT:** Finance (05)

**DIVISION:** 514.230

**FUND:** General

**FUND NUMBER :** 000

**RESPONSIBLE MANAGER:** Peggy McCarthy

**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, business licenses, preparation of the biennial budget and comprehensive annual financial report, (CAFR) 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.

### 2011-2012 Accomplishments

- ◆ Created financial structure for the newly established Tukwila Metropolitan Park District, prepared budget and financial statements.
- ◆ Implemented use of on-line timesheets city-wide allowing successful payroll processing from a remote location during a snow storm.
- ◆ Transitioned the issuance of business license from the Clerk's Office to Finance and implemented Eden Licensing module; implemented new Revenue Generating Regulatory License (RGRL) and streamlined the calculation of business license and RGRL fee.
- ◆ Received Certificate of Achievement for Excellence in Financial Reporting for the 24th year.
- ◆ Received Distinguished Budget Award for the 2011-2012 Biennial Budget, a first-time achievement.
- ◆ Received the Certificate of Excellence award for the City's investment policy.
- ◆ Developed budget model as part of the 2013-2014 biennial budget process.
- ◆ Implemented managed print services and sole sourced copier leasing to increase efficiencies and realize printing and copying cost savings.
- ◆ Signed a new 4 year interlocal agreement with Regional Animal Services of King County.

### 2013-2014 Program Goals

- ◆ Support the City's effort in developing a Strategic Plan.
- ◆ Achieve Certificate of Achievement for Excellence in Financial Reporting for 2013 and 2014 (CAFR).
- ◆ Achieve the Distinguished Budget Presentation Award for the 2013-2014 Biennial Budget.
- ◆ Issue Local Improvement District (LID) bonds and administer the LID assessment and collection process.
- ◆ Provide City-wide instruction on use of accounting software including Eden and Excel.
- ◆ Conduct revenue research and /or audits to maximize and augment revenue collection.
- ◆ Review, analyze, revise as needed, and document processes, procedures and policies, to create operating efficiencies and enhance fiscal stewardship including:
  - Production of a budget manual
  - Consideration of utility billing options
  - Streamlining of cash receipting processes
  - Financial policy development and enhancement, e.g. debt and capital asset policies
- ◆ Increase department effectiveness and collaboration through training and team building events including an offsite departmental retreat.
- ◆ Enhance reporting and financial analysis.



## Expenditure &amp; Revenue Summary

*Finance*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 951,010	\$ 941,358	\$ 989,836	\$1,008,041	\$1,045,103	1.84%	3.68%
20 Personnel Benefits	377,339	321,938	369,680	387,689	404,267	4.87%	4.28%
30 Supplies	48,387	9,497	24,849	19,296	19,296	-22.35%	0.00%
40 Prof Services	783,147	163,576	213,768	823,468	835,468	285.22%	1.46%
50 Intergovt. Services & Taxes	-	45	-	-	-	0.00%	0.00%
60 Capital Outlays	23,186	10,321	5,000	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>2,183,069</b>	<b>1,446,736</b>	<b>1,603,133</b>	<b>2,238,494</b>	<b>2,304,134</b>	<b>39.63%</b>	<b>2.93%</b>

<b>REVENUE</b>							
General Fund	2,183,069	1,446,736	1,603,133	2,238,494	2,304,134	39.63%	2.93%
<b>REVENUE TOTAL</b>	<b>\$ 2,183,069</b>	<b>\$ 1,446,736</b>	<b>\$ 1,603,133</b>	<b>\$ 2,238,494</b>	<b>\$ 2,304,134</b>	<b>39.63%</b>	<b>2.93%</b>

## Budget Changes

Non-discretionary budget changes for the department include step and COLA increases for salaries, healthcare cost changes, other benefit costs for both years and an insurance assessment increase in 2014. Transfers comprise budget for city-wide insurance and unemployment costs and claims and judgment expenditures, previously budgeted in Department 20.

*Finance*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenu e Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 989,836	\$ 9,352	\$ 8,853	\$ -	\$ -	\$ -	\$1,008,041	\$37,062	\$ -	\$ -	\$ -	\$ -	\$1,045,103
20-Benefits	369,680	(11,991)	-	-	-	30,000	387,689	16,578	-	-	-	-	404,267
30-Supplies	24,849	-	(5,553)	-	-	-	19,296	-	-	-	-	-	19,296
40-Prof Serv	213,768	-	(3,300)	-	-	613,000	823,468	12,000	-	-	-	-	835,468
60-Capital	5,000	(5,000)	-	-	-	-	-	-	-	-	-	-	-
Total	\$1,603,133	\$ (7,639)	\$ -	\$ -	\$ -	\$643,000	\$2,238,494	\$65,640	\$ -	\$ -	\$ -	\$ -	\$2,304,134

## Salaries and Benefits

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

### Finance

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Finance Director	1	1	\$ 129,926	\$ 36,646	1	\$ 140,214	\$ 39,242
Deputy Finance Director	1	1	99,096	37,036	1	102,072	38,586
Senior Fiscal Coordinator	1	1	100,032	35,252	1	103,868	36,995
Fiscal Coordinator	3	3	283,752	90,725	3	292,176	95,261
Fiscal Specialist	5	5	319,003	135,665	5	328,909	140,907
Fiscal Support Technician	2	1	56,232	22,366	1	57,864	23,276
Extra Labor			10,000	-		10,000	-
Overtime			10,000	-		10,000	-
City-wide Unemployment Compensation			-	30,000		-	30,000
Department Total	13	12	\$ 1,008,041	\$ 387,689	12	\$ 1,045,103	\$ 404,267

## Professional Services

Professional services and contracts include licensing costs for the City's accounting and payroll system (EDEN Financial Services), and the annual audit from the State Auditor's Office, among others. Budget for city-wide insurance, unemployment compensation, and claims & judgments were transferred to Finance from Department 20.

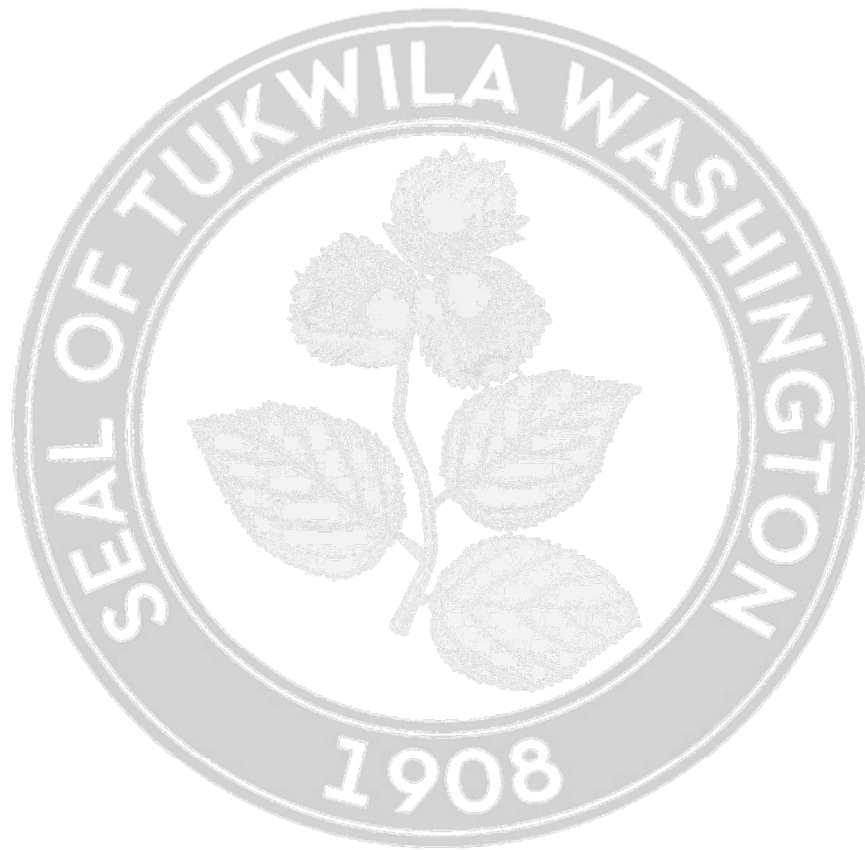
### Finance

Account Number	Purpose	2013	2014
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	90,000	90,000
000.05.514.230.41.00	Consulting services	10,000	10,000
000.05.514.230.41.01	Microflex sales tax auditing program	5,000	5,000
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
000.05.514.230.45.00	Copier lease	2,700	2,700
000.05.514.230.46.00	Insurance	240,000	252,000
000.05.514.230.48.00	Maintenance costs for other equipment, folding machine, vault	2,500	2,500
000.05.514.230.49.00	Annual memberships, WFOA, PSFOA, WMTA	2,000	2,000
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	11,000	11,000
000.05.514.230.49.00	Misc expense for printing, software licenses, etc	6,000	6,000
000.05.514.230.49.00	Printing of business licenses applications for renewals	1,900	1,900
000.05.514.230.49.03	Claims & Judgements	370,000	370,000
000.05.514.230.49.08	PPI credit card fees	5,368	5,368
	Total Professional Services	\$ 823,468	\$ 835,468

**Performance Measures***Finance*

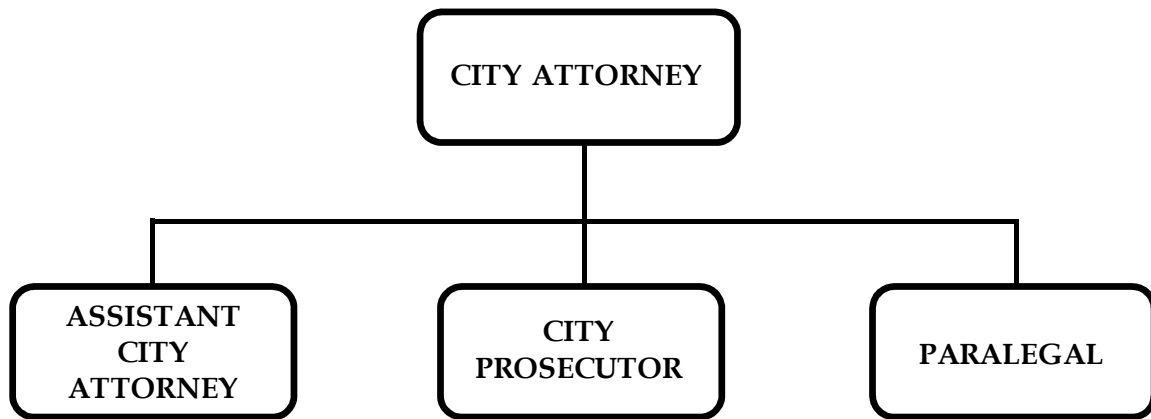
<b>Finance</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
<b>Customer Service</b>					
Number of utility accounts served	8,957	9,010	9,280	9,500	9,500
Number of utility bills generated	37,189	36,887	36,920	38,028	38,028
<b>Accounts Payable and Accounts Receivable</b>					
# 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
<b>Effectiveness, outcomes, and efficiency</b>					
% 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.

### 2011-2012 Accomplishments

- ◆ Enhanced cost-effectiveness and responsiveness of Legal Services department.
- ◆ Increased nuisance abatement activity with emphasis on voluntary, coordinated resolution of complaints.
- ◆ Supported Council and Staff on all City projects and programs.
- ◆ Continued support to Council, Staff, and consultant team on Tukwila Village development.
- ◆ Continued support of Public Works department relating to storm water management and Public Works construction projects.
- ◆ Reviewed and updated the Municipal Code.
- ◆ Continued development and negotiation of communications and utility franchises.

### 2013-2014 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 Village 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.

**Expenditure & Revenue Summary***City Attorney*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ -	\$ -	\$ 2,500	\$ -	\$ -	-100.00%	0.00%
20 Personnel Benefits	5	2	1,234	-	-	-100.00%	0.00%
30 Supplies	1,265	3,535	5,000	3,100	3,100	-38.00%	0.00%
40 Prof Services	577,638	644,453	634,000	658,760	658,760	3.91%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>578,908</b>	<b>647,990</b>	<b>642,734</b>	<b>661,860</b>	<b>661,860</b>	<b>2.98%</b>	<b>0.00%</b>

<b>REVENUE</b>							
General Fund	578,908	647,990	642,734	661,860	661,860	2.98%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 578,908</b>	<b>\$ 647,990</b>	<b>\$ 642,734</b>	<b>\$ 661,860</b>	<b>\$ 661,860</b>	<b>2.98%</b>	<b>0.00%</b>

**Budget Changes**

Budget changes for the City Attorney's office include eliminated costs for extra labor and supplies and increase in professional services related to special matters and for contracted legal services and prosecuting attorney services.

*City Attorney*

City Attorney	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 2,500	\$ -	\$ (2,500)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-Benefits	1,234	-	(1,234)	-	-	-	-	-	-	-	-	-	-
30-Supplies	5,000	-	(1,900)	-	-	-	3,100	-	-	-	-	-	3,100
40-Prof. Serv.	634,000	(100,000)	124,760	-	-	-	658,760	-	-	-	-	-	658,760
Total	\$ 642,734	\$ (100,000)	\$ 119,126	\$ -	\$ -	\$ -	\$ 661,860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 661,860

## Professional Services

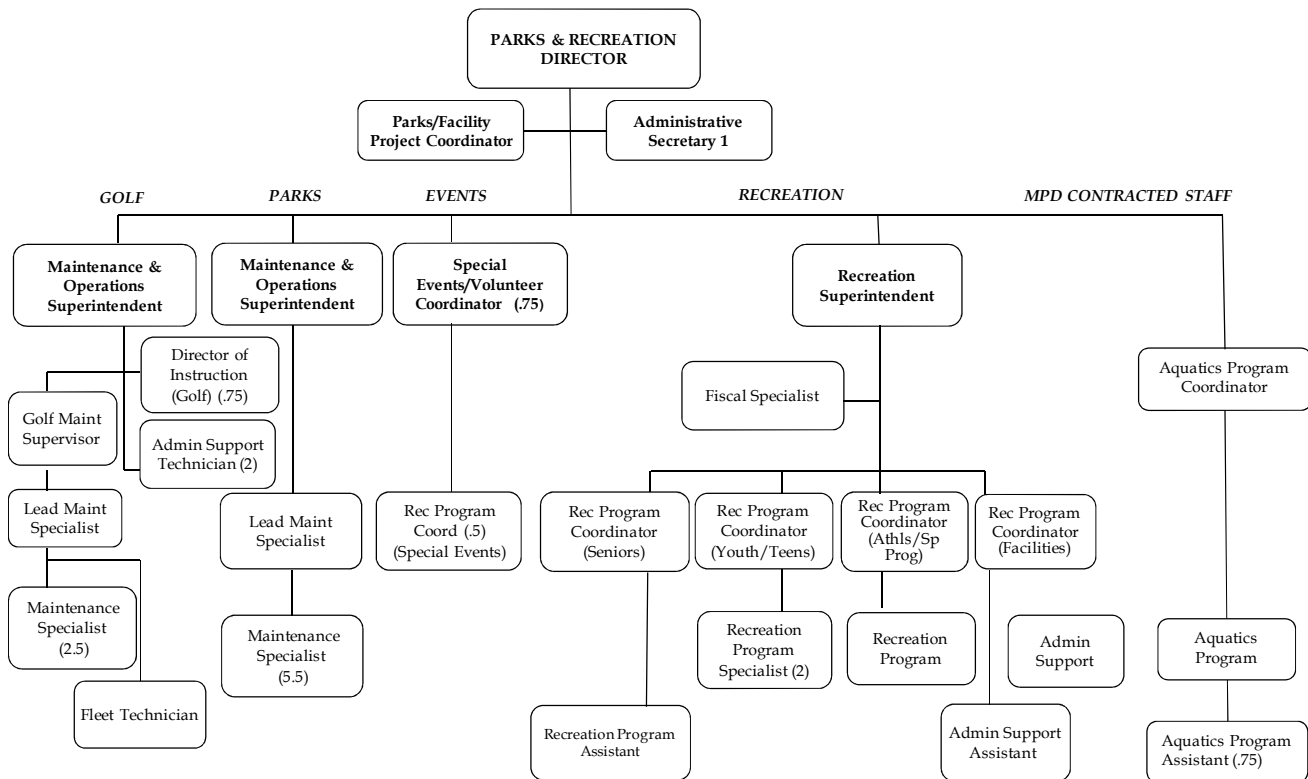
Professional services and contracts in the City Attorney's office include contracted general legal counsel representation, prosecuting attorney services, special matters, and shredding services, among others.

### *City Attorney*

Account Number	Purpose	2013	2014
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	340,200	340,200
000.06.515.200.41.02	Prosecution services	105,060	105,060
000.06.515.200.41.03	Special matters	205,000	205,000
000.06.515.200.42.00	Communication	2,000	2,000
000.06.515.200.45.00	Water cooler rental	2,100	2,100
000.06.515.200.48.00	Copier maintenance and repairs	1,400	1,400
000.06.515.200.49.00	Printing of specialized forms and other misc. expenses	1,000	1,000
	Total Professional Services	\$ 658,760	\$ 658,760



## Parks & Recreation



2013-14 Biennial Budget  
Parks & Recreation Department  
Admin, Recreation, Parks Maintenance

Program	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Budget	2012-13 % Chg	2013-14 % Chg
Parks Administration	\$ 351,443	\$ 313,049	\$ 340,798	\$ 436,507	\$ 436,560	28.08%	0.01%
Recreation	2,268,424	1,819,745	2,189,349	2,095,702	2,140,437	-4.28%	2.13%
Pool	510,985	380,390	-	-	-	0.00%	0.00%
Parks Maintenance	992,222	982,596	1,072,647	1,087,099	1,109,636	1.35%	2.07%
Total	\$ 4,123,074	\$ 3,495,780	\$ 3,602,794	\$ 3,619,307	\$ 3,686,633	0.46%	1.86%

The pool became part of the Tukwila Metropolitan Park District on September 14, 2011; as such, no budget appears for the years 2012-2014.

## Expenditure &amp; Revenue Summary - Department Wide

*Parks & Recreation*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 2,256,468	\$ 2,009,303	\$ 2,003,041	\$ 2,048,164	\$ 2,103,911	2.25%	2.72%
20 Personnel Benefits	813,256	656,851	714,188	660,972	691,209	-7.45%	4.57%
30 Supplies	169,447	125,482	133,856	135,324	135,324	1.10%	0.00%
40 Prof Services	883,652	698,342	744,709	743,847	741,189	-0.12%	-0.36%
50 Intergovt. Services & Taxes	251	195	-	-	-	0.00%	0.00%
60 Capital Outlays	-	5,608	7,000	31,000	15,000	342.86%	-51.61%
<b>EXPENDITURE TOTAL</b>	<b>4,123,074</b>	<b>3,495,780</b>	<b>3,602,794</b>	<b>3,619,307</b>	<b>3,686,633</b>	<b>0.46%</b>	<b>1.86%</b>

<b>REVENUE</b>							
General Fund	3,240,822	2,735,742	2,636,294	2,798,252	2,865,578	6.14%	2.41%
TCC Fitness Fees	134,971	112,963	68,000	72,000	72,000	5.88%	0.00%
Youth Camps	158,829	128,889	195,000	142,540	142,540	-26.90%	0.00%
Before & After School Programs	65,810	71,521	76,000	70,810	70,810	-6.83%	0.00%
Youth Programs	107,316	51,381	128,000	105,213	105,213	-17.80%	0.00%
Adult Programs	79,995	74,347	78,000	75,849	75,849	-2.76%	0.00%
Senior Programs	38,429	32,132	50,500	37,343	37,343	-26.05%	0.00%
Community Events	16,165	11,913	16,000	16,000	16,000	0.00%	0.00%
Facility Rents	280,737	276,893	355,000	301,300	301,300	-15.13%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 4,123,074</b>	<b>\$ 3,495,780</b>	<b>\$ 3,602,794</b>	<b>\$ 3,619,307</b>	<b>\$ 3,686,633</b>	<b>0.46%</b>	<b>1.86%</b>

## Budget Changes - Department Wide

*Parks & Recreation*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 2,003,041	\$ 80,419	\$ (35,296)	\$ -	\$ -	\$ -	\$ 2,048,164	\$ 55,747	\$ -	\$ -	\$ -	\$ -	\$ 2,103,911
20-Benefits	714,188	(54,616)	1,400	-	-	-	660,972	28,837	1,400	-	-	-	691,209
30-Supplies	133,856	-	1,468	-	-	-	135,324	-	-	-	-	-	135,324
40-Prof. Serv.	744,709	4,000	(4,862)	-	-	-	743,847	-	(2,658)	-	-	-	741,189
60-Capital	7,000	(7,000)	31,000	-	-	-	31,000	(16,000)	-	-	-	-	15,000
Total	\$ 3,602,794	\$ 22,803	\$ (6,290)	\$ -	\$ -	\$ -	\$ 3,619,307	\$ 68,584	\$ (1,258)	\$ -	\$ -	\$ -	\$ 3,686,633

**Salaries & Benefits - Department Wide***Parks & Recreation*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Parks & Recreation Director	0.75	1	\$ 141,000	\$ 40,377	1	\$ 147,552	\$ 42,643
Parks/Facility Project Coord.	1	1	80,472	33,799	1	82,848	35,259
Administrative Secretary	1	1	74,232	18,660	1	76,416	19,876
Recreation Superintendent	1	1	95,280	34,450	1	98,088	35,969
Recreation Program Coordinator	4.5	4.5	349,369	137,040	4.5	360,024	142,695
Fiscal Specialist	1	1	63,545	26,734	1	65,664	27,803
Admin Support Coordinator	1	1	63,480	20,064	1	65,352	21,091
Recreation Program Specialist	3	3	188,996	77,077	3	195,480	80,456
Recreation Program Assistant	1.5	1	51,768	29,117	1	53,304	30,134
Admin Support Assistant	1	1	52,056	15,083	1	53,592	15,934
Special Programs Coordinator	0.75	0.75	71,040	11,966	0.75	73,128	13,087
Maint & Ops Superintendent	1	1	95,280	33,604	1	98,088	35,293
Lead Maint Specialist	1	1	73,128	26,820	1	75,264	28,163
Maint Specialist Parks	5.5	5.5	349,272	114,080	5.5	359,865	120,708
Extra Labor			295,851	40,675		295,851	40,675
Overtime			3,395	-		3,395	-
Clothing Allowance			-	1,425		-	1,425
<b>Total</b>	<b>24</b>	<b>23.75</b>	<b>\$ 2,048,164</b>	<b>\$ 660,972</b>	<b>23.75</b>	<b>\$ 2,103,911</b>	<b>\$ 691,209</b>

## 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. Arts Commissions, the Library Advisory Board, the Tukwila Pool Advisory Committee and the Sister City Committee.

### 2011-2012 Accomplishments

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

### 2013 Program Goals

- ◆ Establish a Parks Foundation to assist in funding Parks, Recreation and Open Space Projects.
- ◆ Integrate Strategic Plan directives and Cultural Competency resources into the 2019 Parks, Recreation and Open Space Plan.
- ◆ Design Phase II of Duwamish Riverbend Hill and seek development grants accordingly.
- ◆ Develop interpretive programs for Duwamish Riverbend Hill and Tukwila Pond.

### 2014 Program Goals

- ◆ Apply for grants to acquire and/or develop open space for future park sites as determined by the 2013 Parks, Recreation and Open Space Plan.
- ◆ Construct Phase II of Duwamish Riverbend Hill.
- ◆ Develop interpretive programs for Tukwila Park and Codiga Park.

## Expenditure & Revenue Summary

### *Parks & Recreation - Administration*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 250,719	\$ 228,135	\$ 238,503	\$ 298,704	\$ 309,816	25.24%	3.72%
20 Personnel Benefits	87,873	73,114	83,328	92,836	97,777	11.41%	5.32%
30 Supplies	3,981	1,281	5,917	5,917	5,917	0.00%	0.00%
40 Prof Services	8,869	4,911	13,050	13,050	13,050	0.00%	0.00%
60 Capital Outlays	-	5,608	-	26,000	10,000	0.00%	-61.54%
<b>EXPENDITURE TOTAL</b>	<b>351,443</b>	<b>313,049</b>	<b>340,798</b>	<b>436,507</b>	<b>436,560</b>	<b>28.08%</b>	<b>0.01%</b>

<b>REVENUE</b>							
General Fund	351,443	313,049	340,798	436,507	436,560	28.08%	0.01%
<b>REVENUE TOTAL</b>	<b>\$ 351,443</b>	<b>\$ 313,049</b>	<b>\$ 340,798</b>	<b>\$ 436,507</b>	<b>\$ 436,560</b>	<b>28.08%</b>	<b>0.01%</b>

## Budget Changes

Budget changes for the Parks Administration division include step increases and COLA increases for salaries, health care cost changes, and increase in capital funding for fitness room equipment replacement and Volunteer Project Trailer & Tools on Wheels program (2013).

### *Parks & Recreation - Administration*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 238,503	\$ 60,201	\$ -	\$ -	\$ -	\$ -	\$ 298,704	\$ 11,112	\$ -	\$ -	\$ -	\$ -	\$ 309,816
20-Benefits	83,328	\$ 9,508	-	-	-	-	92,836	4,942	-	-	-	-	97,777
30-Supplies	5,917	-	-	-	-	-	5,917	-	-	-	-	-	5,917
40-Prof Serv	13,050	-	-	-	-	-	13,050	-	-	-	-	-	13,050
60-Capital	-	-	26,000	-	-	-	26,000	(16,000)	-	-	-	-	10,000
<b>Total</b>	<b>\$ 340,798</b>	<b>\$ 69,709</b>	<b>\$ 26,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 436,507</b>	<b>\$ 54</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 436,560</b>

## Salaries and Benefits

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

### *Parks & Recreation - Administration*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Parks & Recreation Director	0.75	1	\$ 141,000	\$ 40,377	1	\$ 147,552	\$ 42,643
Parks/Facility Project Coord.	1	1	80,472	33,799	1	82,848	35,259
Administrative Secretary	1	1	74,232	18,660	1	76,416	19,876
Extra Labor			2,500	-		2,500	-
Overtime			500	-		500	-
<b>Total</b>	<b>2.75</b>	<b>3</b>	<b>\$ 298,704</b>	<b>\$ 92,836</b>	<b>3</b>	<b>\$ 309,816</b>	<b>\$ 97,777</b>

## Professional Services

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

### *Parks & Recreation - Administration*

Account Number	Purpose	2013	2014
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, cell phones, 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
	<b>Total Professional Services</b>	<b>\$ 13,050</b>	<b>\$ 13,050</b>

## Capital Assets

### *Parks & Recreation - Administration*

Account Number	Purpose	2013	2014
000.07.594.730.64.02	Replacement of fitness room equipment	10,000	10,000
000.07.594.730.64.00	Volunteer Project Trailer & Tools On Wheels Program	16,000	-
	<b>Total Capital Assets</b>	<b>\$ 26,000</b>	<b>\$ 10,000</b>

## Goals & Accomplishments

**DEPARTMENT:** Recreation (07) – Rec/Special Events

**DIVISION:** 574.200, 574.204

**FUND:** General

**FUND NUMBER :** 000

**RESPONSIBLE MANAGER:** Rick Still

**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.

### 2011-2012 Accomplishments

- ◆ Implemented non-resident fee structure for programs.
- ◆ Cost Recovery for 2011 increased by 3.6% compared to 2009.
- ◆ General Fund Subsidy decreased in 2011 by \$292,629 compared to 2009.
- ◆ Teens for Tukwila has grown to 6-8 teens that are active in the community, including a successful tutoring program at the Middle School.
- ◆ Re-structuring Summer Camp programs resulted in nearly 20% increase in participation.
- ◆ Summer Teen Late Night saw an average attendance of over 100 teens per night.
- ◆ Started a successful Teen Room at the Community Center to provide a place for teens after school.
- ◆ Successfully transitioned from traditional Tukwila Days event to 3 new mini events to better serve the Tukwila community.
- ◆ Successfully transitioned staff liaison duties for the Tukwila Sister City Committee from the Mayor's office.

### 2013 Program Goals

- ◆ Enhance relationships that were developed through the Strategic Plan process and Cultural Competency outreach efforts.
- ◆ Implement replacement schedule for equipment in TCC Fitness Room.
- ◆ Increase participation in before/after school programs by 3%.
- ◆ Work with volunteers to assist in with dynamic teen program.
- ◆ Increase participation in Senior Adult fitness activities by 5%.
- ◆ Establish funding support for the Tukwila "Tools on Wheels" Volunteer Trailer.
- ◆ Increase vendor participation at Tukwila special events.

### 2014 Program Goals

- ◆ Increase resident participation in youth sports by 5%.
- ◆ Increase rental revenue by 3% through increased marketing.
- ◆ Increase Group Fitness Plan participation by 5%.
- ◆ Collaborate with other City Departments and Staff in the further development of the City Volunteer Program.
- ◆ Increase opportunities for student community service within City departments and at Tukwila special events.



**Expenditure & Revenue Summary***Parks & Recreation - Recreation*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 1,141,910	\$ 1,003,449	\$ 1,101,266	\$ 1,103,573	\$ 1,129,455	0.21%	2.35%
20 Personnel Benefits	441,066	348,075	427,818	368,081	381,989	-13.96%	3.78%
30 Supplies	88,671	76,673	68,456	68,424	68,424	-0.05%	0.00%
40 Prof Services	253,432	206,877	317,739	280,921	280,921	-11.59%	0.00%
50 Intergovt. Services & Taxes	251	195	-	-	-	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>1,925,329</b>	<b>1,635,269</b>	<b>1,915,279</b>	<b>1,820,999</b>	<b>1,860,789</b>	<b>-4.92%</b>	<b>2.19%</b>

<b>REVENUE</b>							
General Fund	1,043,077	875,231	948,779	999,944	1,039,734	5.39%	3.98%
TCC Fitness Fees	134,971	112,963	68,000	72,000	72,000	5.88%	0.00%
Youth Camps	158,829	128,889	195,000	142,540	142,540	-26.90%	0.00%
Before & After School Programs	65,810	71,521	76,000	70,810	70,810	-6.83%	0.00%
Youth Programs	107,316	51,381	128,000	105,213	105,213	-17.80%	0.00%
Adult Programs	79,995	74,347	78,000	75,849	75,849	-2.76%	0.00%
Senior Programs	38,429	32,132	50,500	37,343	37,343	-26.05%	0.00%
Community Events	16,165	11,913	16,000	16,000	16,000	0.00%	0.00%
Facility Rents	280,737	276,893	355,000	301,300	301,300	-15.13%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,925,329</b>	<b>\$ 1,635,269</b>	<b>\$ 1,915,279</b>	<b>\$ 1,820,999</b>	<b>\$ 1,860,789</b>	<b>-4.92%</b>	<b>2.19%</b>

*Parks & Recreation - Special Event*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 109,163	\$ 109,150	\$ 122,912	\$ 125,912	\$ 129,128	2.44%	2.55%
20 Personnel Benefits	20,438	20,691	24,493	24,126	25,855	-1.50%	7.17%
30 Supplies	22,235	11,454	21,015	22,515	22,515	7.14%	0.00%
40 Prof Services	191,259	43,182	105,650	102,150	102,150	-3.31%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>343,095</b>	<b>184,476</b>	<b>274,070</b>	<b>274,703</b>	<b>279,648</b>	<b>0.23%</b>	<b>1.80%</b>

<b>REVENUE</b>							
General Fund	343,095	184,476	274,070	274,703	279,648	0.23%	1.80%
<b>REVENUE TOTAL</b>	<b>\$ 343,095</b>	<b>\$ 184,476</b>	<b>\$ 274,070</b>	<b>\$ 274,703</b>	<b>\$ 279,648</b>	<b>0.23%</b>	<b>1.80%</b>

## Budget Changes

Budget changes for Recreation include step increases and COLA increases for salaries, health care cost changes, and net reductions in various professional services related to trip admissions and lower funding needs for equipment replacement and maintenance of vehicles.

### *Parks & Recreation - Recreation*

	<b>2012 Budget</b>	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	<b>2013 Budget</b>	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	<b>2014 Budget</b>
10-Salaries	\$ 1,101,266	\$ 2,583	\$ (276)	\$ -	\$ -	\$ -	\$ 1,103,573	\$ 25,882	\$ -	\$ -	\$ -	\$ -	\$ 1,129,455
20-Benefits	427,818	\$ (59,737)	-	-	-	-	368,081	13,908	-	-	-	-	381,989
30-Supplies	68,456	-	(32)	-	-	-	68,424	-	-	-	-	-	68,424
40-Prof Serv	317,739	-	(36,818)	-	-	-	280,921	-	-	-	-	-	280,921
Total	\$ 1,915,279	\$ (57,154)	\$ (37,126)	\$ -	\$ -	\$ -	\$ 1,820,999	\$ 39,790	\$ -	\$ -	\$ -	\$ -	\$ 1,860,789

Budget changes for Special Events include step increases and COLA increases for salaries, health care cost changes, and additional supplies budget for volunteer work parties.

### *Parks & Recreation - Special Event*

	<b>2012 Budget</b>	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	<b>2013 Budget</b>	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	<b>2014 Budget</b>
10-Salaries	\$ 122,912	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 125,912	\$ 3,216	\$ -	\$ -	\$ -	\$ -	\$ 129,128
20-Benefits	24,493	(1,767)	1,400	-	-	-	24,126	329	1,400	-	-	-	25,855
30-Supplies	21,015	-	1,500	-	-	-	22,515	-	-	-	-	-	22,515
40-Prof Serv	105,650	-	(3,500)	-	-	-	102,150	-	-	-	-	-	102,150
Total	\$ 274,070	\$ 1,233	\$ (600)	\$ -	\$ -	\$ -	\$ 274,703	\$ 3,545	\$ 1,400	\$ -	\$ -	\$ -	\$ 279,648

## Salaries and Benefits

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

### *Parks & Recreation - Recreation*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Recreation Superintendent	1	1	\$ 95,280	\$ 34,450	1	\$ 98,088	\$ 35,969
Recreation Program Coordinator	4	4	310,609	126,280	4	320,136	131,327
Fiscal Specialist	1	1	63,545	26,734	1	65,664	27,803
Admin Support Coordinator	1	1	63,480	20,064	1	65,352	21,091
Recreation Program Specialist	3	3	188,996	77,077	3	195,480	80,456
Recreation Program Assistant	1.5	1	51,768	29,117	1	53,304	30,134
Admin Support Assistant	1	1	52,056	15,083	1	53,592	15,934
Extra Labor			277,839	39,275		277,839	39,275
Total	12.5	12	\$ 1,103,573	\$ 368,081	12	\$ 1,129,455	\$ 381,989

### *Parks & Recreation - Special Event*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Special Programs Coordinator	0.75	0.75	\$ 71,040	\$ 11,966	0.75	\$ 73,128	\$ 13,087
Recreation Program Coordinator	0.5	0.5	38,760	10,760	0.5	39,888	11,368
Extra Labor			15,512	1,400		15,512	1,400
Overtime			600	-		600	-
Total-Volunteer & Events	1.25	1.25	\$ 125,912	\$ 24,126	1.25	\$ 129,128	\$ 25,855
Total	13.75	13.25	\$ 1,229,485	\$ 392,207	13.25	\$ 1,258,583	\$ 407,844

## Professional Services

Professional services and 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.

### *Parks & Recreation - Recreation*

Account Number	Purpose	2013	2014
000.07.574.200.41.01	Class instruction - fitness classes, special interest classes, adult dance, karate, tae kwon do and other misc. classes.	\$ 53,937	\$ 53,937
000.07.574.200.41.02	Senior program instructors and performers: lifetime fitness, square dance, painting, misc. new programs	9,110	9,110
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	Bus rental and entertainment for Summer day camps and Dr Seuss night	22,250	22,250
000.07.574.200.41.07	Miscellaneous professional services	1,000	1,000
000.07.574.200.41.09	Teen program entertainment, DJ services	2,900	2,900
000.07.574.200.41.13	Youth sports instructors: sports for shorts, tennis, basketball camp, soccer camp	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	Cell phones and cable	4,000	4,000
000.07.574.200.43.00	Meals, mileage, parking, lodging for conferences and retreats	3,500	3,500
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	150	150
000.07.574.200.44.00	Advertising: BRAVO facility pub, job announcements, rec/special event ads	15,000	15,000
000.07.574.200.45.04	Misc. rentals for general programs	500	500
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	4,134	4,134
000.07.574.200.45.95	Equipment rental - O & M	13,422	13,422
000.07.574.200.48.01	Fitness room and misc. equipment repairs	16,000	16,000
000.07.574.200.48.02	CLASS maintenance agreement, phone line, fax, copier repairs	12,850	12,850
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 certifications, health permits, movie licensing	11,102	11,102
000.07.574.200.49.04	Senior trip admissions	7,250	7,250
000.07.574.200.49.05	Youth field trip admissions	8,900	8,900
000.07.574.200.49.08	Special Accommodations	2,000	2,000
000.07.574.200.49.09	Teen camps, teen day trips admissions	4,856	4,856
000.07.574.200.49.10	User license	2,000	2,000
000.07.574.200.49.18	ADA services and PPI credit card fees	13,090	13,090
	Total Recreation Professional Services	\$ 280,921	\$ 280,921

**Professional Services - continued***Parks & Recreation – Special Event*

<b>Account Number</b>	<b>Purpose</b>	<b>2013</b>	<b>2014</b>
000.07.574.204.41.01	Backyard Wildlife Festival: Stage and sound support, speakers, stage entertainers, roving entertainers, etc.	\$ 4,000	\$ 4,000
000.07.574.204.41.01	4th of July: Stage and sound support, stage entertainers, roving entertainers, fireworks display, staffed inflatables, etc.	26,000	26,000
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.	7,200	7,200
000.07.574.204.41.01	Miscellaneous professional services	15,300	15,300
000.07.574.204.41.02	Volunteer Professional Services	3,500	3,500
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 & the volunteer program	13,500	13,500
000.07.574.204.45.01	Backyard Wildlife Festival: Rental tables, chairs, staging, tents	800	800
000.07.574.204.45.01	4th of July: Rental tables, chairs, staging, tents, fencing, portable toilets and sinks	2,600	2,600
000.07.574.204.45.01	Concerts and cinema series: movie rentals w/licensing	3,200	3,200
000.07.574.204.45.01	Mini Events: Rental tables, chairs, staging, tents, portable toilets and sinks	1,750	1,750
000.07.574.204.45.01	Miscellaneous rentals	1,650	1,650
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	500	500
000.07.574.204.49.01	Concerts and cinema printing: postcards, fliers, posters	450	450
000.07.574.204.49.01	Mini Events printing: postcards, fliers, posters	2,400	2,400
000.07.574.204.49.01	Miscellaneous printing: postcards, fliers, posters	650	650
000.07.574.204.49.02	Web hosting, ASCAP, professional memberships, registrations, Sister City committee, etc.	2,550	2,550
	<b>Total Volunteer &amp; Events Professional Services</b>	<b>\$ 102,150</b>	<b>\$ 102,150</b>

## Performance Measures

### *Parks & Recreation - Recreation*

<b>Community Center Recreational Services</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
Number of programs conducted	1,062	939	983	1000	1000
Number of rental uses - Community Center facilities	2,302	1628	1600	1600	1648
<b>Units of Participation in Total Hours:</b>					
Athletics	117,428	72,351	65,960	66,100	66,100
Seniors	72,333	33,441	34,834	35,000	35,000
Youth/ Teen	610,884	512,941	576,892	575,000	575,000
Rentals	240,381	225,990	250,000	245,000	245,000
<b>Total Units of Participation</b>	<b>1,041,026</b>	<b>844,723</b>	<b>927,686</b>	<b>921,100</b>	<b>921,100</b>
Total volunteer hours	10,097	9,781	10,000	10,500	10,800
Total group volunteer hours	3,662	2,179	3,500	3,800	4,000
Group volunteer projects	24	23	25	27	29
Special events sponsors/partners	36	35	37	38	39

<b>Program Revenues:</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
General recreation revenues	\$ 449,453	\$ 406,174	\$ 448,306	\$ 519,000	\$ 543,500
Activities revenues - recreation	97,617	75,535	61,806	66,000	68,000
Senior meal program - revenues	17,223	16,860	18,500	21,000	22,000
Rental revenues - Community Center	247,426	287,384	293,000	346,000	355,000
<b>Total Program Revenues</b>	<b>\$ 811,719</b>	<b>\$ 785,953</b>	<b>\$ 821,612</b>	<b>\$ 952,000</b>	<b>\$ 988,500</b>

## 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.

### 2011-2012 Accomplishments

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

### 2013 Program Goals

- ◆ Collaborate with Department Administration, Parks Commission and Arts Commission in designing a Parks/Facilities and Arts Guide.
- ◆ Collaborate with Parks Commission and Volunteer Division to develop and implement a “Clean Parks” initiative.
- ◆ Contribute park maintenance expertise in the design of Duwamish Hill Preserve Phase II.

### 2014 Program Goals

- ◆ Collaborate with Department Administration to develop park specific interpretive guides.
- ◆ Provide assistance to Recreation and Volunteer Divisions for City-wide events.
- ◆ Restructure maintenance operations and procedures from solo assignment to team approach.

## Expenditure & Revenue Summary

### *Parks & Recreation – Parks Maintenance*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 492,862	\$ 475,365	\$ 540,360	\$ 519,975	\$ 535,512	-3.77%	2.99%
20 Personnel Benefits	178,147	150,752	178,549	175,930	185,588	-1.47%	5.49%
30 Supplies	39,866	29,022	38,468	38,468	38,468	0.00%	0.00%
40 Prof Services	281,347	327,456	308,270	347,726	345,068	12.80%	-0.76%
60 Capital Outlays	-	-	7,000	5,000	5,000	-28.57%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>992,222</b>	<b>982,596</b>	<b>1,072,647</b>	<b>1,087,099</b>	<b>1,109,636</b>	<b>1.35%</b>	<b>2.07%</b>

<b>REVENUE</b>							
General Fund	992,222	982,596	1,072,647	1,087,099	1,109,636	1.35%	2.07%
<b>REVENUE TOTAL</b>	<b>\$ 992,222</b>	<b>\$ 982,596</b>	<b>\$ 1,072,647</b>	<b>\$ 1,087,099</b>	<b>\$ 1,109,636</b>	<b>1.35%</b>	<b>2.07%</b>

## Budget Changes

Budget changes for the Parks Maintenance division include step increases and COLA increases for salaries, health care cost changes, and re-instatements of 1.5 FTE in Parks Maintenance. Additional funding for utilities were appropriated for rate increases and capital funding to repair trails added for both years.

### *Parks & Recreation – Parks Maintenance*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 540,360	\$ 14,635	\$ (35,020)	\$ -	\$ -	\$ -	\$ 519,975	\$ 15,537	\$ -	\$ -	\$ -	\$ -	\$ 535,512
20-Benefits	178,549	(2,619)	-	-	-	-	175,930	9,658	-	-	-	-	185,588
30-Supplies	38,468	-	-	-	-	-	38,468	-	-	-	-	-	38,468
40-Prof Serv	308,270	4,000	35,456	-	-	-	347,726	-	(2,658)	-	-	-	345,068
60-Capital	7,000	(7,000)	5,000	-	-	-	5,000	-	-	-	-	-	5,000
Total	\$ 1,072,647	\$ 9,016	\$ 5,436	\$ -	\$ -	\$ -	\$ 1,087,099	\$ 25,195	\$ (2,658)	\$ -	\$ -	\$ -	\$ 1,109,636

## Salaries and Benefits

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

### *Parks & Recreation – Parks Maintenance*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 95,280	\$ 33,604	1	\$ 98,088	\$ 35,293
Lead Maint Specialist	1	1	73,128	26,820	1	75,264	28,163
Maint Specialist Parks	4	5.5	349,272	114,080	5.5	359,865	120,708
Overtime			2,295	-		2,295	-
Clothing Allowance			-	1,425		-	1,425
Total	6	7.5	\$ 519,975	\$ 175,930	7.5	\$ 535,512	\$ 185,588



## Professional Services

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

### *Parks & Recreation – Parks Maintenance*

Account Number	Purpose	2013	2014
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	10,000	10,000
000.15.576.800.45.94	Equipment Replacement Fund	30,455	30,455
000.15.576.800.45.95	Equipment O & M	68,271	65,613
000.15.576.800.47.00	City Light, Puget Sound Energy, park irrigation	100,000	100,000
000.15.576.800.47.01	Sewer and stormwater	73,000	73,000
000.15.576.800.48.00	Parking lot cleaning, electrical repairs, park and trail repairs	16,000	16,000
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
	<b>Total Professional Services</b>	<b>\$ 347,726</b>	<b>\$ 345,068</b>

## Capital Assets

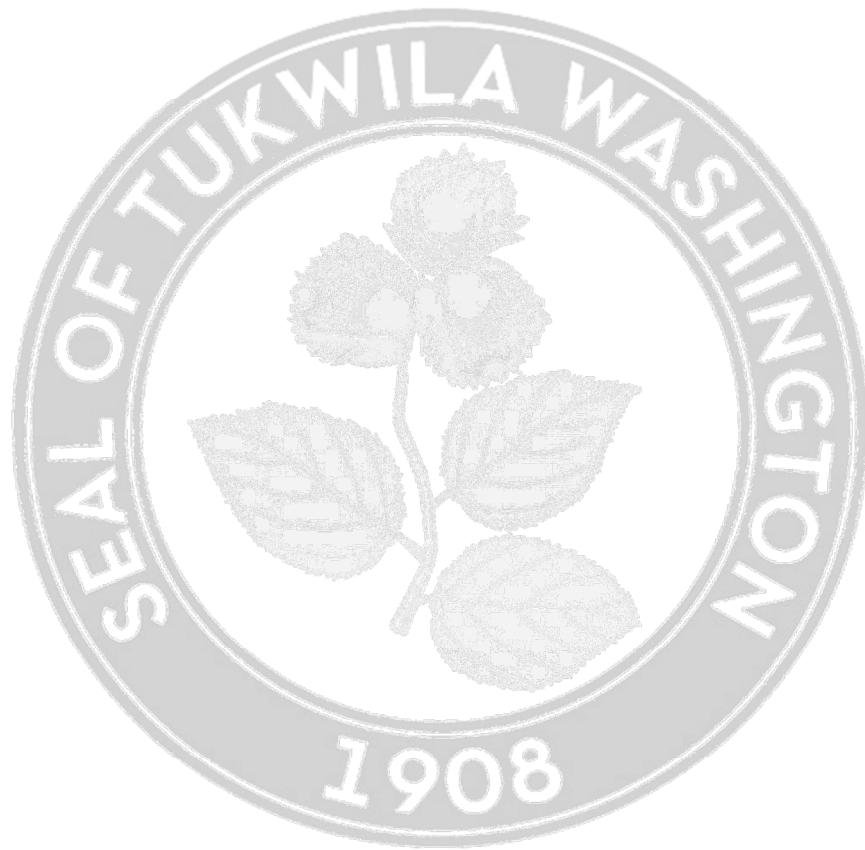
### *Parks & Recreation – Parks Maintenance*

Account Number	Description	2013	2014
000.15.594.760.63.05	Trail Repairs	5,000	5,000
	<b>Total Capital Assets</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

## Performance Measures

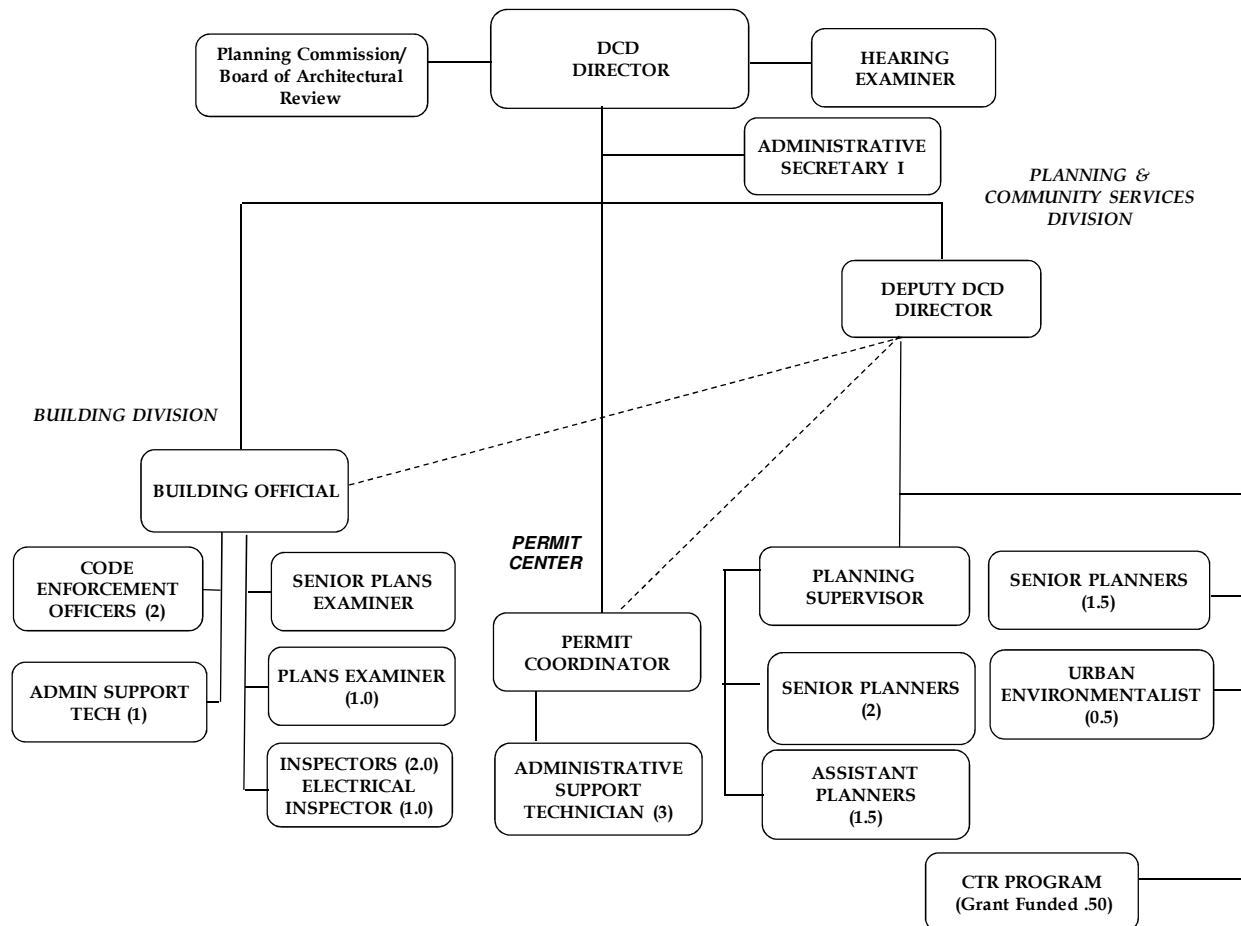
### *Parks & Recreation – Parks Maintenance*

Parks Maintenance Services	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
Developed park and building grounds (acres)	162	162	162	162	162
Full-time equivalent (FTE) staffing	7.5	7.5	6	7.5	7.5
Acres per FTE	22	22	22	22	22
Cost per acre, maintain services	\$ 6,990	\$ 6,990	\$ 6,900	\$ 6,900	\$ 6,900



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## Community Development



2013-14 Biennial Budget  
 Department of Community Development  
 Admin, Planning, Code Enforcement, Permits, Building

Program	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Budget	2012-13 % Chg	2013-14 % Chg
Administration	\$ 330,718	\$ 281,350	\$ 473,605	\$ 521,866	\$ 381,901	10.19%	-26.82%
Planning	1,022,794	920,025	1,023,736	1,048,453	1,085,491	2.41%	3.53%
Code Enforcement	195,238	181,807	202,054	270,438	278,530	33.84%	2.99%
Permit Coordination	301,471	383,428	401,795	412,185	428,820	2.59%	4.04%
Building	689,162	627,317	619,182	711,963	730,119	14.98%	2.55%
Rental Housing	-	53,877	57,501	55,514	57,383	-3.46%	3.37%
Programs	95,913	112,348	80,706	265,588	101,431	229.08%	-61.81%
Total	\$ 2,635,296	\$ 2,560,151	\$ 2,858,579	\$ 3,286,007	\$ 3,063,675	14.95%	-6.77%

## Expenditure &amp; Revenue Summary - Department Wide

## Community Development

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 1,845,995	\$ 1,793,022	\$ 1,826,615	\$ 2,012,800	\$ 2,035,098	10.19%	1.11%
20 Personnel Benefits	567,431	524,635	582,625	609,943	640,942	4.69%	5.08%
30 Supplies	20,743	34,462	34,781	32,650	29,020	-6.13%	-11.12%
40 Prof Services	177,829	194,764	221,558	415,614	293,615	87.59%	-29.35%
50 Intergovt. Services & Taxes	23,298	13,269	18,000	15,000	15,000	-16.67%	0.00%
60 Capital Outlays	-	-	175,000	200,000	50,000	14.29%	-75.00%
00 Other	-	-	-	-	-	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>2,635,296</b>	<b>2,560,151</b>	<b>2,858,579</b>	<b>3,286,007</b>	<b>3,063,675</b>	<b>14.95%</b>	<b>-6.77%</b>

REVENUE							
General Fund	753,284	715,555	772,079	1,268,044	1,169,191	64.24%	-7.80%
Zoning/Subdivision Fees	95,321	97,025	130,000	100,000	110,000	-23.08%	10.00%
Commute Trip Reduction Grant	45,320	55,047	48,000	86,000	45,000	79.17%	-47.67%
King County Grant-WRR	19,222	61,846	37,000	39,471	39,471	6.68%	0.00%
Coordinated Prevention Grant	23,267	234	11,000	6,000	10,413	-45.45%	73.55%
SEPA Checklist Fees	13,750	13,410	8,000	6,000	6,000	-25.00%	0.00%
Federal Grant-Transit Oriented	5,801	1,710	-	142,992	-	0.00%	-100.00%
Miscellaneous Revenue	885	-	1,500	1,500	1,500	0.00%	0.00%
Building/Structures/Equip	619,262	596,081	643,000	615,000	627,300	-4.35%	2.00%
Electrical Permits	300,084	347,201	303,000	297,000	302,940	-1.98%	2.00%
Mechanical Permits	111,368	156,884	80,000	114,000	116,280	42.50%	2.00%
Plumbing/Gas Permits	29,804	30,572	25,000	29,000	29,580	16.00%	2.00%
Electrical Plan Review	35,505	24,971	34,000	26,000	26,000	-23.53%	0.00%
Technology Fee	-	-	-	25,000	50,000	0.00%	100.00%
Plan Checking Fees	582,422	417,590	665,000	465,000	465,000	-30.08%	0.00%
Structural Plan Review Fee	-	-	20,000	20,000	20,000	0.00%	0.00%
Rental Housing License	-	33,485	42,750	35,000	35,000	-18.13%	0.00%
Rental Housing Inspection	-	8,540	38,250	10,000	10,000	-73.86%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 2,635,296</b>	<b>\$ 2,560,151</b>	<b>\$ 2,858,579</b>	<b>\$ 3,286,007</b>	<b>\$ 3,063,675</b>	<b>14.95%</b>	<b>-6.77%</b>

## Budget Changes - Department Wide

## Community Development

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$1,826,615	\$ 130,046	\$ 20,779	\$ -	\$ 35,360	\$ -	\$2,012,800	\$ 57,658	\$ -	\$ -	\$ (35,360)	\$ -	\$2,035,098
20-Benefits	582,625	28,148	(830)	-	-	-	609,943	30,999	-	-	-	-	640,942
30-Supplies	34,781	-	(6,331)	-	4,200	-	32,650	-	(3,630)	-	-	-	29,020
40-Prof. Serv.	221,558	-	(19,136)	11,889	145,503	55,800	415,614	-	2,479	4,341	(128,819)	-	293,615
50-Intergov	18,000	-	-	-	(3,000)	-	15,000	-	-	-	-	-	15,000
60-Capital	175,000	(175,000)	-	200,000	-	-	200,000	(150,000)	-	-	-	-	50,000
Total	\$2,858,579	\$ (16,806)	\$ (5,518)	\$ 211,889	\$ 182,063	\$ 55,800	\$ 3,286,007	\$ (61,343)	\$ (1,151)	\$ 4,341	\$ (164,179)	\$ -	\$ 3,063,675

**Salaries & Benefits - Department Wide***Community Development*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
DCD Director	1	1	\$ 144,192	\$ 40,494	1	\$ 148,464	\$ 42,566
Deputy DCD Director	1	1	119,472	37,892	1	123,024	39,618
Administrative Secretary	1	1	74,520	27,209	1	76,951	28,469
Planning Supervisor	1	1	108,240	36,631	1	111,456	38,279
Senior Planner	3.625	3.5	344,309	84,631	3.5	354,636	90,107
Assistant Planner	1.5	1.5	132,270	41,794	1.5	136,296	43,916
Urban Environmentalist	0.5	0.5	47,208	13,812	0.5	48,630	14,556
CTR Coordinator	0.5	0.5	25,728	4,297	0.5	25,728	4,319
Code Enforcement Officer	2	2	135,256	45,232	2	139,440	47,785
Permit Coordinator	1	1	88,848	27,687	1	91,464	29,107
Building Official	1	1	113,994	31,796	1	117,432	33,448
Senior Electrical Inspector	1	1	82,394	27,511	1	85,032	29,034
Senior Plans Examiner	1	1	78,120	25,936	1	80,504	27,203
Combination Inspector	2	2	154,752	49,543	2	159,312	52,367
Plans Examiner	0.5	1	67,560	24,218	1	69,624	25,321
Admin Support Technician	3.5	4	221,376	90,283	4	227,904	93,872
Extra Labor			68,610	-		33,250	-
Overtime			5,951	-		5,951	-
Clothing Allowance			-	975		-	975
Department Total	22.125	23	\$ 2,012,800	\$ 609,943	23	\$ 2,035,098	\$ 640,942

## 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.

### 2011-2012 Accomplishments

- ◆ Worked with Valley cities to develop an all hazards recovery plan with assistance from FEMA consultants.
- ◆ Developed effectiveness, efficiency and work load measurement to tie in with the permit tracking system (New performance measures for the 2013/14 budget).

### 2013 Program Goals

- ◆ Implementation of the Strategic Plan.
- ◆ On-going implementation of the Tukwila South Agreement.
- ◆ Participation in Regional issues that affect the City of Tukwila.

### 2014 Program Goals

- ◆ Review the efficiency and effectiveness of the changes made in the Permits section.
- ◆ Audit mid-biennial budget review.
- ◆ On-going implementation of the Tukwila South Agreement.
- ◆ Participation in regional issues that affect the City of Tukwila.

## Expenditure & Revenue Summary

### Community Development - Administration

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 249,475	\$ 205,128	\$ 208,655	\$ 221,163	\$ 227,866	5.99%	3.03%
20 Personnel Benefits	74,780	61,080	68,168	67,703	71,035	-0.68%	4.92%
30 Supplies	2,171	8,012	10,282	11,400	11,400	10.87%	0.00%
40 Prof Services	4,293	7,125	11,500	21,600	21,600	87.83%	0.00%
50 Intergovt. Services & Taxes	-	4	-	-	-	0.00%	0.00%
60 Capital Outlays	-	-	175,000	200,000	50,000	14.29%	-75.00%
<b>EXPENDITURE TOTAL</b>	<b>330,718</b>	<b>281,350</b>	<b>473,605</b>	<b>521,866</b>	<b>381,901</b>	<b>10.19%</b>	<b>-26.82%</b>

REVENUE							
General Fund	330,718	281,350	473,605	521,866	381,901	10.19%	-26.82%
<b>REVENUE TOTAL</b>	<b>\$ 330,718</b>	<b>\$ 281,350</b>	<b>\$ 473,605</b>	<b>\$ 521,866</b>	<b>\$ 381,901</b>	<b>10.19%</b>	<b>-26.82%</b>

## Budget Changes

Budget changes for the DCD Administration division include step increases and COLA increases for salaries and health care cost changes. Budget increased for copier lease and managed print services. The new permitting software purchase is partially funded through technology fees. Hearing examiner fees of \$5,800 were transferred to Community Development Administration from the Mayor's Office.

### Community Development - Administration

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 208,655	\$ 13,008	\$ (500)	\$ -	\$ -	\$ -	\$ 221,163	\$ 6,703	\$ -	\$ -	\$ -	\$ -	\$ 227,866
20-Benefits	68,168	\$ (465)	-	-	-	-	67,703	3,332	-	-	-	-	71,035
30-Supplies	10,282	-	1,118	-	-	-	11,400	-	-	-	-	-	11,400
40-Prof Serv	11,500	-	4,300	-	-	5,800	21,600	-	-	-	-	-	21,600
60-Capital	175,000	(175,000)	-	200,000	-	-	200,000	(150,000)	-	-	-	-	50,000
Total	\$ 473,605	\$ (162,457)	\$ 4,918	\$ 200,000	\$ -	\$ 5,800	\$ 521,866	\$ (139,965)	\$ -	\$ -	\$ -	\$ -	\$ 381,901

## Salaries and Benefits

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

### Community Development - Administration

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
DCD Director	1	1	\$ 144,192	\$ 40,494	1	\$ 148,464	\$ 42,566
Administrative Secretary	1	1	74,520	27,209	1	76,951	28,469
Overtime		-	2,451	-		2,451	-
Total	2	2	\$ 221,163	\$ 67,703	2	\$ 227,866	\$ 71,035



## Professional Services

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

### *Community Development - Administration*

Account Number	Purpose	2013	2014
000.08.558.100.41.00	Miscellaneous professional services	\$ 8,000	\$ 8,000
000.08.558.100.43.00	Meals, parking, mileage	500	500
000.08.558.100.45.00	Operating leases and rentals	4,800	4,800
000.08.558.100.48.00	Repairs and maintenance	500	500
000.08.558.100.49.00	Registration - annual training and seminars	2,000	2,000
000.08.558.100.49.53	Hearing Examiner Fees	5,800	5,800
	Total Professional Services	\$ 21,600	\$ 21,600

## Capital Assets

### *Community Development - Administration*

Account Number	Description	2013	2014
000.08.594.600.64.00	Permits System Software & Hardware	\$ 200,000	\$ 50,000
	Total Capital Assets	\$ 200,000	\$ 50,000

## 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 GIS service for the department.

### 2011-2012 Accomplishments

- ◆ Manufacturing-Industrial Center Plan and Comp Plan updated but Planned Action on hold for Boeing Duwamish Corridor EIS update.
- ◆ Developed a GIS browser available to the public - NW Maps.
- ◆ Conducted outreach for the New Sign Code to owners of non-conforming signs.
- ◆ State Mandated Electric Vehicle Infrastructure Regulations adopted.
- ◆ Tukwila Urban Center Plan - PC review completed.
- ◆ Studied the potential annexations of the areas west of Orillia Road and NW of the MIC.
- ◆ Began update of the Tree Ordinance.
- ◆ Update of the Comprehensive Plan. (6/2015 adoption target) - TUC, Community Image, Natural Environment, and Transportation in progress.
- ◆ Permit System Replacement - Committee made vendor and system recommendation and a contract was negotiated.

### 2013 Program Goals

- ◆ Tukwila Urban Center Plan- SEPA and CC recommendation.
- ◆ Update Manufacturing-Industrial Center Planned Action after Boeing Duwamish Corridor EIS update.
- ◆ Update Tree Ordinance - Committee recommendations, PC & CC review of ordinance and landscape standards.
- ◆ Update of the Comprehensive Plan. (6/2015 adoption target) - complete TUC, Community Image, Natural Environment, Transportation; begin Economic Development, Capital Facilities, Housing, and Residential Neighborhoods.
- ◆ Permit System Replacement - Implementation, migration, adoption of technology fee.

### 2014 Program Goals

- ◆ Update of the Comprehensive Plan. (6/2015 adoption target) - Tukwila South, TIB, Annexation, Utilities, Roles and Responsibilities.
- ◆ 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.
- ◆ Amend Tukwila's SEPA ordinance (Title 21) per state Bill 6406.

## Expenditure & Revenue Summary

### Community Development – Planning

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 816,539	\$ 733,530	\$ 763,439	\$ 837,837	\$ 825,020	9.75%	-1.53%
20 Personnel Benefits	226,151	197,864	223,525	219,058	230,795	-2.00%	5.36%
30 Supplies	8,592	19,276	15,500	13,200	13,200	-14.84%	0.00%
40 Prof Services	44,127	68,438	83,978	228,946	102,906	172.63%	-55.05%
50 Intergovt. Services & Taxes	23,298	13,265	18,000	15,000	15,000	-16.67%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>1,118,707</b>	<b>1,032,373</b>	<b>1,104,442</b>	<b>1,314,041</b>	<b>1,186,921</b>	<b>18.98%</b>	<b>-9.67%</b>

REVENUE							
General Fund	915,141	803,101	868,942	932,078	974,537	7.27%	4.56%
Zoning/Subdivision Fees	95,321	97,025	130,000	100,000	110,000	-23.08%	10.00%
Commute Trip Reduction Grant	45,320	55,047	48,000	86,000	45,000	79.17%	-47.67%
King County Grant-WRR	19,222	61,846	37,000	39,471	39,471	6.68%	0.00%
Coordinated Prevention Grant	23,267	234	11,000	6,000	10,413	-45.45%	73.55%
SEPA Checklist Fees	13,750	13,410	8,000	6,000	6,000	-25.00%	0.00%
Federal Grant-Transit Oriented	5,801	1,710	-	142,992	-	0.00%	-100.00%
Miscellaneous Revenue	885	-	1,500	1,500	1,500	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,118,707</b>	<b>\$ 1,032,373</b>	<b>\$ 1,104,442</b>	<b>\$ 1,314,041</b>	<b>\$ 1,186,921</b>	<b>18.98%</b>	<b>-9.67%</b>

The Federal Grant and Transit Oriented Development will be complete in 2013. The Commute Trip Reduction Grant increase/decrease reflects the Rideshare Online grant term. New SEPA thresholds may reduce applications and SEPA checklist fees.

## Budget Changes

Budget changes for the Planning division include step increases and COLA increases for salaries, health care cost changes, and extra labor for Comp Plan work. Other changes include additional budget for professional services related to the Commute Trip Reduction Program due to an increase in State funding.

### Community Development – Planning

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 763,439	\$ 26,538	\$ 12,500	\$ -	\$ 35,360	\$ -	\$ 837,837	\$ 22,543	\$ -	\$ -	\$ (35,360)	\$ -	\$ 825,020
20-Benefits	223,525	\$ (4,467)	-	-	-	-	219,058	11,737	-	-	-	-	230,795
30-Supplies	15,500	-	(6,500)	-	4,200	-	13,200	-	-	-	-	-	13,200
40-Prof Serv	83,978	-	(535)	-	145,503	-	228,946	-	2,779	-	(128,819)	-	102,906
50-Intergov	18,000	-	-	-	(3,000)	-	15,000	-	-	-	-	-	15,000
Total	\$1,104,442	\$ 22,071	\$ 5,465	\$ -	\$182,063	\$ -	\$1,314,041	\$ 34,280	\$ 2,779	\$ -	\$ (164,179)	\$ -	\$1,186,921

## Salaries and Benefits

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

### *Community Development – Planning*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Deputy DCD Director	1	1	\$ 119,472	\$ 37,892	1	\$ 123,024	\$ 39,618
Planning Supervisor	1	1	108,240	36,631	1	111,456	38,279
Senior Planner	3.625	3.5	344,309	84,631	3.5	354,636	90,107
Assistant Planner	1.5	1.5	132,270	41,794	1.5	136,296	43,916
Urban Environmentalist	0.5	0.5	47,208	13,812	0.5	48,630	14,556
Extra Labor			24,250	-		24,250	-
Extra Labor-TOD			5,260	-		-	-
Overtime			1,000	-		1,000	-
Total	7.625	7.5	\$ 782,009	\$ 214,761	7.5	\$ 799,292	\$ 226,477

### *Community Development – CTR*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
CTR Coordinator	0.5	0.5	\$ 25,728	\$ 4,297	0.5	\$ 25,728	\$ 4,319
Extra Labor-CTR			30,100	-		-	-
Total	0.5	0.5	\$ 55,828	\$ 4,297	0.5	\$ 25,728	\$ 4,319
Total	8.125	8	\$ 837,837	\$ 219,058	8	\$ 825,020	\$ 230,795

## Professional Services

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

### *Community Development – Planning*

Account Number	Purpose	2013	2014
000.08.558.600.41.00	Miscellaneous professional svcs: Comp Plan, Tree Ord, TIB, TOD at TIB Sta.	33,443	36,222
000.08.558.600.42.00	Postage for public notices and citizen communication	500	500
000.08.558.600.43.00	Parking, meals, mileage for seminars and training	2,000	2,000
000.08.558.600.48.00	Annual maintenance for ESRI, NW Maps, copiers, other equipment & repair	3,500	3,500
000.08.558.600.49.00	Annual memberships, registrations, training	9,000	9,000
	Total Planning Professional Services	\$ 48,443	\$ 51,222

Account Number	Purpose	2013	2014
000.08.558.601.41.02	Business recycling	\$ 6,000	\$ 10,413
000.08.558.601.41.04	Business Recycle Special Resident Collection Events	17,271	21,271
000.08.558.601.44.04	Recycling - KC WRR - Advertising	3,500	3,500
000.08.558.601.49.04	Recycling - KC WRR - Printing and Miscellaneous Service	500	1,000
	Total Recycling Program Professional Services	\$ 27,271	\$ 36,184

Account Number	Purpose	2013	2014
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	11,500	11,500
	Total Commute Trip Reduction Program Professional Services	\$ 15,500	\$ 15,500

Account Number	Purpose	2013	2014
000.08.558.604.41.00	Professional Services - Tukwila Urban Center	\$ 137,732	\$ -
	Total Transit-Oriented Development Professional Services	\$ 137,732	-

	Total DCD Planning Professional Services	\$ 228,946	\$ 102,906
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## Performance Measures

### *Community Development – Planning*

- ◆ 95% of Temporary Sign Permits issued within 1 business day.
- ◆ 90% of Permanent Sign Permits issued within 4 business days,
- ◆ Completeness determined for 90% of Type 3,4/5 decisions within 7 business days.
- ◆ 90% of Type 3,4/5 decisions issued their first comment letter within 15 business days of completeness.
- ◆ 90% of BLA/short plats issued their first comment letter within 15 business days,

## 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.

### 2011-2012 Accomplishments

- ◆ Provided training for certification for property maintenance code for one Code Enforcement Officer.
- ◆ Rental housing inspection program administration and inspections for City zone 1 completed.
- ◆ Recommendations to CAP for an efficient way to enforce the vacant structure ordinance.
- ◆ Updated City ordinance dealing with commercial vehicle, vacant structure, and storage requirements.
- ◆ Transfer the administration of the license renewal process to Administrative Technician.

### 2013 Program Goals

- ◆ Complete rental housing inspections for City zone 2.
- ◆ Provide training and certification for second Code Enforcement Officer.
- ◆ Provide staff with training from the 2013 offerings from WACE and WABO Education Institute including attendance at annual WACE conference.
- ◆ Restore proactive code enforcement.
- ◆ Initiate a program specifically for the abatement of vacant nuisance properties.
- ◆ Strengthen nuisance ordinance and streamline the code enforcement process.
- ◆ Implement a strategy to focus on Tukwila International Boulevard and the Thorndyke Neighborhood.

### 2014 Program Goals

- ◆ Provide staff with training from 2014 WACE education offerings.
- ◆ Continue proactive code enforcement with a focus on abatement of vacant nuisance buildings and vacant nuisance properties.
- ◆ Complete rental housing inspections for City zone 4.
- ◆ Abate vacant nuisance properties no less than two per year.
- ◆ Implement a strategy to focus on Tukwila International Boulevard and residential neighborhood.

## Expenditure & Revenue Summary

### Community Development – Code Enforcement

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 143,613	\$ 136,332	\$ 145,059	\$ 189,531	\$ 195,021	30.66%	2.90%
20 Personnel Benefits	46,939	39,523	44,687	67,999	71,260	52.17%	4.80%
30 Supplies	1,264	560	3,000	500	500	-83.33%	0.00%
40 Prof Services	3,423	5,392	9,308	12,408	11,749	33.30%	-5.31%
<b>EXPENDITURE TOTAL</b>	<b>195,238</b>	<b>181,807</b>	<b>202,054</b>	<b>270,438</b>	<b>278,530</b>	<b>33.84%</b>	<b>2.99%</b>

REVENUE							
General Fund	195,238	181,807	202,054	270,438	278,530	33.84%	2.99%
<b>REVENUE TOTAL</b>	<b>\$ 195,238</b>	<b>\$ 181,807</b>	<b>\$ 202,054</b>	<b>\$ 270,438</b>	<b>\$ 278,530</b>	<b>33.84%</b>	<b>2.99%</b>

## Budget Changes

Budget changes for the Code Enforcement division include step increases and COLA increases for salaries, health care cost changes, extra labor in support of handling complaints and program cost reduction in supplies. Additional funding is appropriated to enhance Code Enforcement service levels which added .50 FTE and increased budget for professional services.

### Community Development – Code Enforcement

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 145,059	\$ 35,472	\$ 9,000	\$ -	\$ -	\$ -	\$ 189,531	\$ 5,490	\$ -	\$ -	\$ -	\$ -	\$ 195,021
20-Benefits	44,687	\$ 23,312	-	-	-	-	67,999	3,261	-	-	-	-	71,260
30-Supplies	3,000	-	(2,500)	-	-	-	500	-	-	-	-	-	500
40-Prof Serv	9,308	-	211	2,889	-	-	12,408	-	-	(659)	-	-	11,749
Total	\$ 202,054	\$ 58,784	\$ 6,711	\$ 2,889	\$ -	\$ -	\$ 270,438	\$ 8,751	\$ -	\$ (659)	\$ -	\$ -	\$ 278,530

## Salaries and Benefits

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

### *Community Development – Code Enforcement*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Code Enforcement Officer	1.8	2	\$ 135,256	\$ 45,232	2	\$ 139,440	\$ 47,785
Admin Support Technician	0.5	0.8	44,275	22,292	0.8	45,581	23,000
Extra Labor			9,000	-		9,000	-
Overtime			1,000	-		1,000	-
Clothing Allowance			-	475		-	475
Department Total	2.3	2.8	\$ 189,531	\$ 67,999	2.8	\$ 195,021	\$ 71,260

## Professional Services

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

### *Community Development – Code Enforcement*

Account Number	Purpose	2013	2014
000.08.558.603.41.00	Code enforcement initiative	\$ 2,889	\$ 2,230
000.08.558.603.42.00	Communications	975	975
000.08.558.603.43.00	Parking, meals, mileage for WACE conferences and misc.	600	600
000.08.558.603.45.94	Equipment rental - replacement	3,522	3,522
000.08.558.603.45.95	Equipment rental - O&M	1,622	1,622
000.08.558.603.49.00	Conferences, training, membership dues, misc.	2,800	2,800
	Total Professional Services	\$ 12,408	\$ 11,749

## Performance Measures

### *Community Development – Code Enforcement*

- ◆ Request for action that are submitted by E-mail, phone message or mail will be responded to within 2 business days. A response will acknowledge receipt of the request and summarize the action if any, that will be taken by Code Enforcement.
- ◆ Written notification (of violation) will be served to the property owner within 7 business days of discovery.
- ◆ Respond to all complaints or requests for action within 48 hrs.



## 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.

### 2011-2012 Accomplishments

- ◆ Provided all land use applications on line with PDF form capability.
- ◆ Reviewed options for upgrading the Permit Processing Software.
- ◆ Provided all land use applications on line with PDF form capability.
- ◆ Staff Committee recommendation on new software vendor went to Council.

### 2013 Program Goals

- ◆ Implementation/migration of new permit tracking system in third quarter of 2013.
- ◆ Develop procedures for processing over the counter permits electronically.
- ◆ Update the permit center manual to reflect changes in the new permit tracking system.
- ◆ Review plan review turn-around times.

### 2014 Program Goals

- ◆ Review new permit procedures and make adjustments as necessary.

## Expenditure & Revenue Summary

### Community Development – Permit Coordination

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 181,522	\$ 234,931	\$ 246,442	\$ 254,880	\$ 262,392	3.42%	2.95%
20 Personnel Benefits	67,544	80,598	90,598	90,105	94,228	-0.54%	4.58%
30 Supplies	2,837	2,769	3,000	3,000	3,000	0.00%	0.00%
40 Prof Services	49,568	65,131	61,755	64,200	69,200	3.96%	7.79%
<b>EXPENDITURE TOTAL</b>	<b>301,471</b>	<b>383,428</b>	<b>401,795</b>	<b>412,185</b>	<b>428,820</b>	<b>2.59%</b>	<b>4.04%</b>

REVENUE							
General Fund	(794,553)	(772,281)	(683,205)	(693,815)	(723,280)	1.55%	4.25%
Building/Structures/Equip	619,262	596,081	643,000	615,000	627,300	-4.35%	2.00%
Electrical Permits	300,084	347,201	303,000	297,000	302,940	-1.98%	2.00%
Mechanical Permits	111,368	156,884	80,000	114,000	116,280	42.50%	2.00%
Plumbing/Gas Permits	29,804	30,572	25,000	29,000	29,580	16.00%	2.00%
Electrical Plan Review	35,505	24,971	34,000	26,000	26,000	-23.53%	0.00%
Technology Fee	-	-	-	25,000	50,000	0.00%	100.00%
<b>REVENUE TOTAL</b>	<b>\$ 301,471</b>	<b>\$ 383,428</b>	<b>\$ 401,795</b>	<b>\$ 412,185</b>	<b>\$ 428,820</b>	<b>2.59%</b>	<b>4.04%</b>

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.

## Budget Changes

Budget changes for the Permit Coordination division include step increases and COLA increases for salaries, health care cost changes, and maintenance savings due to a new permit system. Other changes include additional appropriation for maintenance of the new permitting software.

### Community Development – Permit Coordination

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 246,442	\$ 8,438	\$ -	\$ -	\$ -	\$ -	\$ 254,880	\$ 7,512	\$ -	\$ -	\$ -	\$ -	\$ 262,392
20-Benefits	90,598	\$ (493)	-	-	-	-	90,105	4,123	-	-	-	-	94,228
30-Supplies	3,000	-	-	-	-	-	3,000	-	-	-	-	-	3,000
40-Prof Serv	61,755	-	(6,555)	9,000	-	-	64,200	-	-	5,000	-	-	69,200
<b>Total</b>	<b>\$ 401,795</b>	<b>\$ 7,945</b>	<b>\$ (6,555)</b>	<b>\$ 9,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 412,185</b>	<b>\$ 11,635</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 428,820</b>

## Salaries and Benefits

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

### *Community Development – Permit Coordination*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Permit Coordinator	1	1	\$ 88,848	\$ 27,687	1	\$ 91,464	\$ 29,107
Admin Support Technician	3	3	166,032	62,418	3	170,928	65,122
Total	4	4	\$ 254,880	\$ 90,105	4	\$ 262,392	\$ 94,228

## Professional Services

Professional services and contracts in the Permit Coordination division include microfilming, permitting system maintenance and licensing costs, memberships, and credit card fees.

### *Community Development – Permit Coordination*

Account Number	Purpose	2013	2014
000.08.559.100.41.00	Microfilming	\$ 5,000	\$ 5,000
000.08.559.100.43.00	Travel, hotel, meals for Permits Plus conference	1,700	1,700
000.08.559.100.48.00	Repair and maintenance services	40,000	45,000
000.08.559.100.49.00	Memberships, certifications, registrations, conferences	1,500	1,500
000.08.559.100.49.08	PPI credit card fees	16,000	16,000
	Total Professional Services	\$ 64,200	\$ 69,200

## Performance Measures

### *Community Development – Permit Coordination*

- ◆ Prepare permit applications ready for issuance within 2 business days of plan review approval.
- ◆ Permit Processing:
  - Single family remodel: Issue permit or provide correction letter within 20 business days.
  - Single family new construction: Issue permit or provide correction letter within 20 business days.
  - Commercial tenant improvement: Issue permit or provide correction letter within 20 business days.
  - Commercial addition: Issue permit or provide correction letter within 35 business days.
  - Commercial new construction: Issue permit or provide correction letter within 60 business days.

## 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.

### 2011-2012 Accomplishments

- ◆ Implemented electronic inspection reporting (web base and installed PDF software of the Building Codes). Electronic versions of building codes have been installed for plans examiners. Electronic versions for the inspectors will be implemented in 2013 upon adoption of the 2012 State Building Code and the 2011 National Electrical Code.
- ◆ Implemented the Rental Housing Inspection Program and responded to inspection requests within 24 hours producing a 95%+ achievement rate.
- ◆ Initiated performance audit of intake, plan review, and inspection processes.
- ◆ Adopted standard for Five over One Buildings.
- ◆ Implementation of the Rental Housing Inspection Program, City zone 1 inspections completed.
- ◆ Adopted new Mobile Home Park/RV Park Ordinance.
- ◆ Developed a modified cost/revenue allocation methodology for determining permit fees.
- ◆ Responded to inspection requests within 24 hours producing a 95%+ achievement rate.

### 2013 Program Goals

- ◆ Implement changes to the 2013/14 Fee ordinance.
- ◆ Complete training for inspectors and plans examiners for the 2012 State Building Code.
- ◆ Adopt the 2012 State Building Code, the 2011 NEC, and the 2012 Energy Code.
- ◆ Complete a review of the current permit fee schedules for potential adjustments that would include additional fees for Energy Code administration.
- ◆ Respond to field inspection requests within 24 hours.
- ◆ Implement the use of electronic versions of the codes for field inspectors.
- ◆ Implement the use of I-pad (tablet computers) to replace paper inspection reporting.

### 2014 Program Goals

- ◆ Respond to field inspection requests within 24 hours.
- ◆ Provide training in the specific requirements of the Energy Code.
- ◆ Implement the WABO Code Apprenticeship Program for Tukwila.

## Expenditure & Revenue Summary

### Community Development - Building

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 454,847	\$ 443,211	\$ 421,160	\$ 469,638	\$ 483,878	11.51%	3.03%
20 Personnel Benefits	152,018	131,583	140,006	149,315	157,161	6.65%	5.25%
30 Supplies	5,880	3,845	2,999	4,550	920	51.72%	-79.78%
40 Prof Services	76,418	48,678	55,017	88,460	88,160	60.79%	-0.34%
<b>EXPENDITURE TOTAL</b>	<b>689,162</b>	<b>627,317</b>	<b>619,182</b>	<b>711,963</b>	<b>730,119</b>	<b>14.98%</b>	<b>2.55%</b>

REVENUE							
General Fund	106,740	209,727	(65,818)	226,963	245,119	-444.83%	8.00%
Plan Checking Fees	582,422	417,590	665,000	465,000	465,000	-30.08%	0.00%
Structural Plan Review Fee	-	-	20,000	20,000	20,000	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 689,162</b>	<b>\$ 627,317</b>	<b>\$ 619,182</b>	<b>\$ 711,963</b>	<b>\$ 730,119</b>	<b>14.98%</b>	<b>2.55%</b>

## Budget Changes

Budget changes for the Building division include step increases and COLA increases for salaries, health care cost changes, and transfer \$50,000 of building abatement program budget from Department 20. Increase in plans examiner position from half time to full time occurred in 2011 as a result of union negotiations. Other changes include lower funding needed for equipment rental and maintenance of vehicles.

### Community Development - Building

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 421,160	\$ 48,699	\$ (221)	\$ -	\$ -	\$ -	\$ 469,638	\$ 14,240	\$ -	\$ -	\$ -	\$ -	\$ 483,878
20-Benefits	140,006	\$ 10,139	(830)	-	-	-	149,315	7,846	-	-	-	-	157,161
30-Supplies	2,999	-	1,551	-	-	-	4,550	-	(3,630)	-	-	-	920
40-Prof Serv	55,017	-	(16,557)	-	-	50,000	88,460	-	(300)	-	-	-	88,160
Total	\$ 619,182	\$ 58,838	\$ (16,057)	\$ -	\$ -	\$ 50,000	\$ 711,963	\$ 22,086	\$ (3,930)	\$ -	\$ -	\$ -	\$ 730,119

## Salaries and Benefits

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

### *Community Development - Building*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Building Official	1	1	\$ 113,994	\$ 31,796	1	\$ 117,432	\$ 33,448
Senior Electrical Inspector	1	1	82,394	27,511	1	85,032	29,034
Senior Plans Examiner	1	1	78,120	25,936	1	80,504	27,203
Combination Inspector	1.63	1.63	126,070	39,354	1.63	129,786	41,655
Plans Examiner	0.5	1	67,560	24,218	1	69,624	25,321
Overtime			1,500	-		1,500	-
Clothing Allowance			-	500		-	500
<b>Total</b>	<b>5.13</b>	<b>5.63</b>	<b>\$ 469,638</b>	<b>\$ 149,315</b>	<b>5.63</b>	<b>\$ 483,878</b>	<b>\$ 157,161</b>

## Professional Services

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

### *Community Development - Building*

Account Number	Purpose	2013	2014
000.08.559.600.41.00	Project Peer Reviews - Reid Middleton & Sound Inspections & Investigative	\$ 20,000	\$ 20,000
000.08.559.600.42.00	Communication	1,450	1,450
000.08.559.600.43.00	Meals, parking for WABO meetings and for training	3,300	3,300
000.08.559.600.45.94	Equipment rental and replacements	3,925	3,925
000.08.559.600.45.95	Equipment rental O&M	6,935	6,935
000.08.559.600.48.00	Miscellaneous repairs and maintenance	550	550
000.08.559.600.49.00	Membership dues, registrations, and tuition	2,300	2,000
000.08.559.600.49.02	Abatement Program	50,000	50,000
	<b>Total Professional Services</b>	<b>\$ 88,460</b>	<b>\$ 88,160</b>

## Performance Measures

Plan Review Plans examiners will approve the non-structural review or issue a letter of comments with a summary of corrections/additional information required prior to approval within the following review period(s). Review period begins upon assignment in the permit tracking system.

- ◆ New Single Family Residential - 5 business days.
- ◆ Residential remodels - 5 business days.
- ◆ 95% of commercial tenant improvements - 5 business days.
- ◆ New commercial Buildings - 30 business days.
- ◆ New multifamily residential buildings - 30 business days.
- ◆ 95% of mechanical permits - 5 business days.
- ◆ 95% of plumbing/gas piping permits - 5 business days.
- ◆ Electrical permits- 10 business days for applications that require plan review.
- ◆ Building demolitions - 5 business days.

### Field Inspections

- ◆ Building/mechanical/plumbing/gas piping inspections - within 24 hours of scheduled request.
- ◆ Electrical -95% of inspections will be made within 24 hours of scheduled request.

### Structural Plan Review

- ◆ Consultant will respond to applicant with first review letter within 7 business days of receipt of application.

### Permit Application Approval

- ◆ Sign off by Building Official: (upon receipt of completed application) 1 business day.

## 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 identifies all rental housing units in the City. Each unit must be inspected for compliance with the International Property Maintenance Code every five years.

Inspections may be done by code enforcement staff at \$35 per unit or the property owner may hire an independent City certified Inspector. For the purpose of systematically inspecting all units, the City has been divided into quadrants. The first quadrant has been completed with subsequent quadrants to follow in each year. Property owners pay \$50 rental housing license for each building of one to four units and a \$100 license fee for each building of five or more units. Inspections deal with habitability conditions only.

### 2011-2012 Accomplishments

- ◆ Code Enforcement has divided the city into quadrants to facilitate a system of rental housing inspections. Quadrant 2 is underway for 2012 with approximately 100 inspections completed to date.

### 2013 Program Goals

- ◆ Begin implementation of the Rental Housing Inspection Program.

### 2014 Program Goals

- ◆ Continue to implement the Rental Housing Inspection Program.



## Expenditure & Revenue Summary

### Community Development – Rental Housing

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ -	\$ 39,890	\$ 41,860	\$ 39,751	\$ 40,921	-5.04%	2.94%
20 Personnel Benefits	-	13,987	15,641	15,762	16,462	0.78%	4.44%
<b>EXPENDITURE TOTAL</b>	-	<b>53,877</b>	<b>57,501</b>	<b>55,514</b>	<b>57,383</b>	<b>-3.46%</b>	<b>3.37%</b>

REVENUE							
General Fund	-	11,852	(23,499)	10,514	12,383	-144.74%	17.78%
Rental Housing License	-	33,485	42,750	35,000	35,000	-18.13%	0.00%
Rental Housing Inspection	-	8,540	38,250	10,000	10,000	-73.86%	0.00%
<b>REVENUE TOTAL</b>	\$ -	<b>\$ 53,877</b>	<b>\$ 57,501</b>	<b>\$ 55,514</b>	<b>\$ 57,383</b>	<b>-3.46%</b>	<b>3.37%</b>

## Budget Changes

Budget changes for Rental Housing include COLA increases for salaries and health care cost changes.

### Community Development – Rental Housing

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 41,860	\$ (2,109)	\$ -	\$ -	\$ -	\$ -	\$ 39,751	\$ 1,170	\$ -	\$ -	\$ -	\$ -	\$ 40,921
20-Benefits	15,641	121	-	-	-	-	15,762	700	-	-	-	-	16,462
Total	\$ 57,501	\$ (1,987)	\$ -	\$ -	\$ -	\$ -	\$ 55,514	\$ 1,870	\$ -	\$ -	\$ -	\$ -	\$ 57,383

## Salaries and Benefits

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

### *Community Development – Rental Housing*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Combination Inspector	0.37	0.37	\$ 28,682	\$ 10,189	0.37	\$ 29,526	\$ 10,712
Code Enforcement Officer	0.20	-	-	-	-	-	-
Admin Support Technician	0.20	0.20	11,069	5,573	0.20	11,395	5,750
Total	0.77	0.57	\$ 39,751	\$ 15,762	0.57	\$ 40,921	\$ 16,462

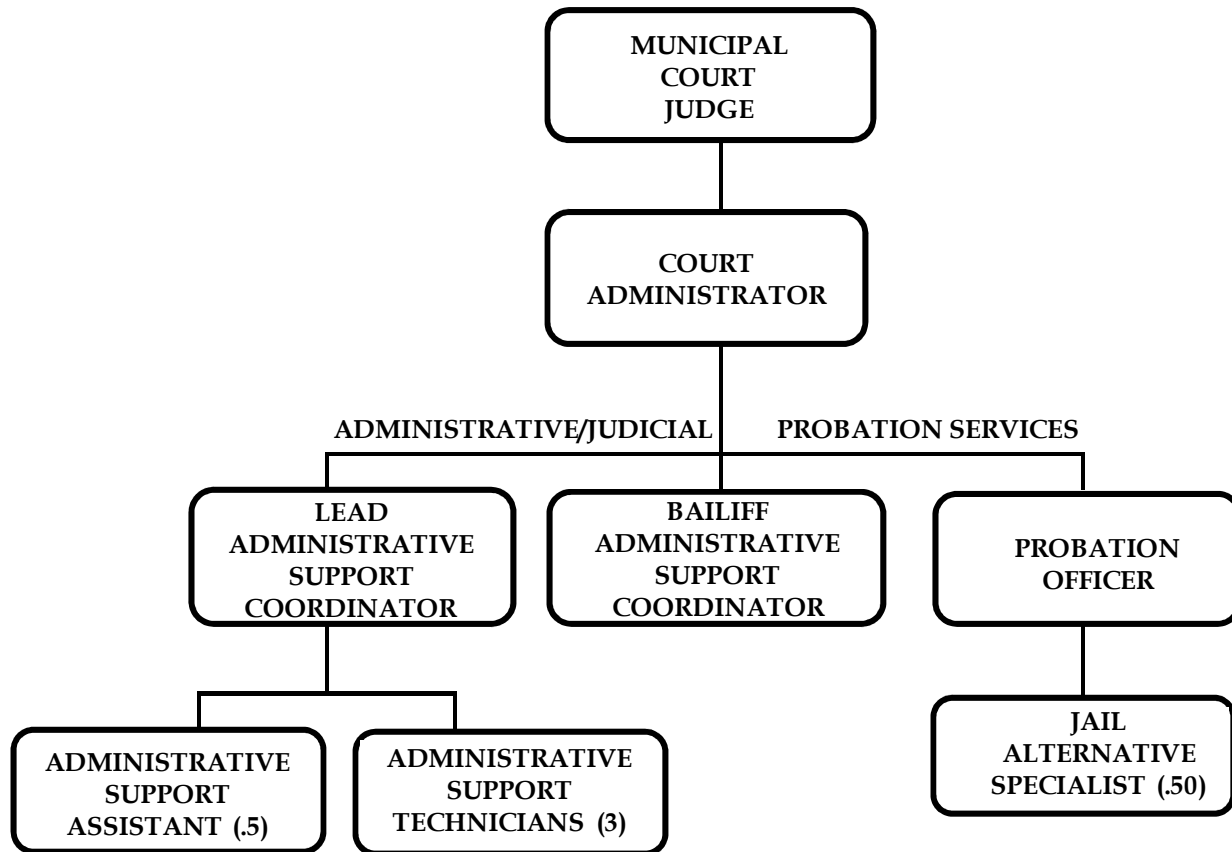
## Performance Measures

### *Community Development – Rental Housing*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
Total number of inspections completed	N/A	N/A	N/A	800-1,200	800-1,200

Code Enforcement has divided the city into quadrants to facilitate a system of rental housing inspections. Quadrant 1 was completed for 2011. Quadrant 2 is underway for 2012 with approximately 100 inspections completed to date. The inspections of all units in Quadrant 2 will be complete by December 2012.

## Court



## 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.

### 2011-2012 Accomplishments

- ◆ Continued to focus on Court’s Succession Plan to include participation in State and Local training opportunities.
- ◆ Continued to explore use of specialized calendars (Diversion, Interpreter, Re-licensing, etc.), to reduce court costs and improve services.
- ◆ Continued to retool and expand the jail Alternative Program.
- ◆ Participated in pending Union contract issues as they relate to court specific needs.
- ◆ Explored increase use of technology to enhance court services. Worked with other SCORE courts in reviewing avenues for streamlining process of paperwork during video hearings.
- ◆ 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.

### 2013–2014 Program Goals

- ◆ Participate in statewide efforts regarding findings by the Part-Time Municipal Courts Workgroup.
- ◆ Work with the Executive Branch in preparation for compliance with Supreme Court Indigent Defense Standards for Criminal Offender Cases.
- ◆ Continue to improve and expand Probation Services
  - Provide Probation and Jail Alternative Services to SeaTac Municipal Court
  - Expand Jail Alternative Program
- ◆ Expand use of technology for the improvement of court services
  - Receiving credit/debit card payments at the front counter
  - Expand use of Interpreter Web Based Scheduling System
  - Online Forms (including multiple languages) and Scanning
  - Public Kiosks for Public Access
- ◆ Continue to focus on Court’s Succession Plan to include participation in State and Local training opportunities and explore use of specialized calendars (Diversion, Interpreter, Re-licensing, etc.), to reduce court costs and improve services.
- ◆ Continue to retool and expand the jail Alternative Program, participation in S.C.O.R.E. trial court preparation process as well as explore increased use of technology to enhance court services.
- ◆ Increase joint meetings with Police Department, Prosecutor and Public Defender to enhance communication, and improve court services.
- ◆ Expand community connections to include Courts For Kids (C4K), school collaboration efforts, and mock trials.

## Expenditure &amp; Revenue Summary

*Court*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 649,410	\$ 620,696	\$ 647,068	\$ 650,456	\$ 669,640	0.52%	2.95%
20 Personnel Benefits	216,198	185,026	215,170	221,729	231,956	3.05%	4.61%
30 Supplies	10,750	7,991	12,108	11,708	11,708	-3.30%	0.00%
40 Prof Services	332,274	131,458	141,503	145,443	142,443	2.78%	-2.06%
<b>EXPENDITURE TOTAL</b>	<b>1,208,631</b>	<b>945,171</b>	<b>1,015,849</b>	<b>1,029,336</b>	<b>1,055,747</b>	<b>1.33%</b>	<b>2.57%</b>

REVENUE							
General Fund	874,781	594,733	681,590	627,598	654,009	-7.92%	4.21%
Municipal Court Fees	7,879	5,860	7,488	5,900	5,900	-21.21%	0.00%
Record Check Fee	94,158	107,524	117,115	157,725	157,725	34.68%	0.00%
Traffic Infractions	138,149	139,336	132,304	142,500	142,500	7.71%	0.00%
Civil Parking Infraction Penalty	17,433	13,853	17,304	14,000	14,000	-19.09%	0.00%
Other Crim Traffic Msdmnr Fine	35,123	34,528	33,063	36,768	36,768	11.21%	0.00%
Public Defense Cost	17,047	20,031	16,807	19,307	19,307	14.87%	0.00%
State Grant-AOC Interpreter	12,385	12,809	-	12,900	12,900	0.00%	0.00%
Miscellaneous Revenue	11,675	16,498	10,178	12,638	12,638	24.17%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,208,631</b>	<b>\$ 945,171</b>	<b>\$ 1,015,849</b>	<b>\$ 1,029,336</b>	<b>\$ 1,055,747</b>	<b>1.33%</b>	<b>2.57%</b>

## Budget Changes

Budget changes for the Court include step increases and COLA increases for salaries, health care cost changes, and miscellaneous professional services for travel and additional funding needs for copier lease. Other reductions include removal of overtime budget and travel expense in 2014.

*Court*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 647,068	\$ 3,388	\$ -	\$ -	\$ -	\$ -	\$ 650,456	\$19,184	\$ -	\$ -	\$ -	\$ -	\$ 669,640
20-Benefits	215,170	6,559	-	-	-	-	221,729	10,228	-	-	-	-	231,956
30-Supplies	12,108	-	(400)	-	-	-	11,708	-	-	-	-	-	11,708
40-Prof. Serv.	141,503	-	3,940	-	-	-	145,443	-	(3,000)	-	-	-	142,443
Total	\$ 1,015,849	\$ 9,947	\$ 3,540	\$ -	\$ -	\$ -	\$ 1,029,336	\$ 29,412	\$ (3,000)	\$ -	\$ -	\$ -	\$ 1,055,747

## Salaries and Benefits

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

### *Court - Administration*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Municipal Court Judge	0.56	0.47	\$ 78,390	\$ 19,044	0.47	\$ 78,390	\$ 19,838
Court Administrator	0.75	0.75	71,424	23,891	0.75	73,530	25,056
Admin Support Coordinator	1	1	64,536	20,290	1	66,432	21,332
Bailiff Court	1	1	63,192	23,505	1	65,208	24,554
Admin Support Technician	3	2	101,784	51,950	2	107,220	54,032
Admin Support Assistant	0.50	0.50	25,706	4,440	0.50	26,664	4,884
Overtime			4,016	-		4,016	-
Total	6.81	5.72	\$ 409,048	\$ 143,120	5.72	\$ 421,460	\$ 149,695

### *Court - Probation*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Municipal Court Judge	0.19	0.28	\$ 26,130	\$ 6,348	0.28	\$ 26,130	\$ 6,613
Court Administrator	0.25	0.25	23,808	7,964	0.25	24,510	8,352
Probation Officer	1	1	88,536	34,511	1	91,152	35,816
Admin Support Technician	-	1	55,002	22,129	1	56,976	23,081
Admin Support Specialist	0.50	0.50	44,432	7,658	0.50	45,912	8,401
Extra Labor			2,500	-		2,500	-
Overtime			1,000	-		1,000	-
Dept. Total-Probation & Parole	1.94	3.03	\$ 241,408	\$ 78,609	3.03	\$ 248,180	\$ 82,261
Total	8.75	8.75	\$ 650,456	\$ 221,729	8.75	\$ 669,640	\$ 231,956

## Professional Services

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

### *Court - Administration*

Account Number	Purpose	2013	2014
000.09.512.500.41.01	Pro Tem Judges	\$ 10,000	\$ 10,000
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	6,500	3,500
000.09.512.500.45.00	Operating rentals and leases	3,058	3,058
000.09.512.500.48.00	Annual maintenance costs of JIS System printer, in-court Fax, misc. equip.	1,000	1,000
000.09.512.500.49.00	Annual memberships, DMCJA, DMCMA, NACM	2,500	2,500
000.09.512.500.49.30	Dues & subscriptions	1,670	1,670
000.09.512.500.49.40	Training	4,150	4,150
000.09.512.500.49.01	Misc. expense for printing, increase due to SCORE	5,000	5,000
000.09.512.500.49.04	Witness & Juror fees	3,800	3,800
	<b>Total Court Administration Professional Services</b>	<b>\$ 94,978</b>	<b>\$ 91,978</b>

### *Court - Probation*

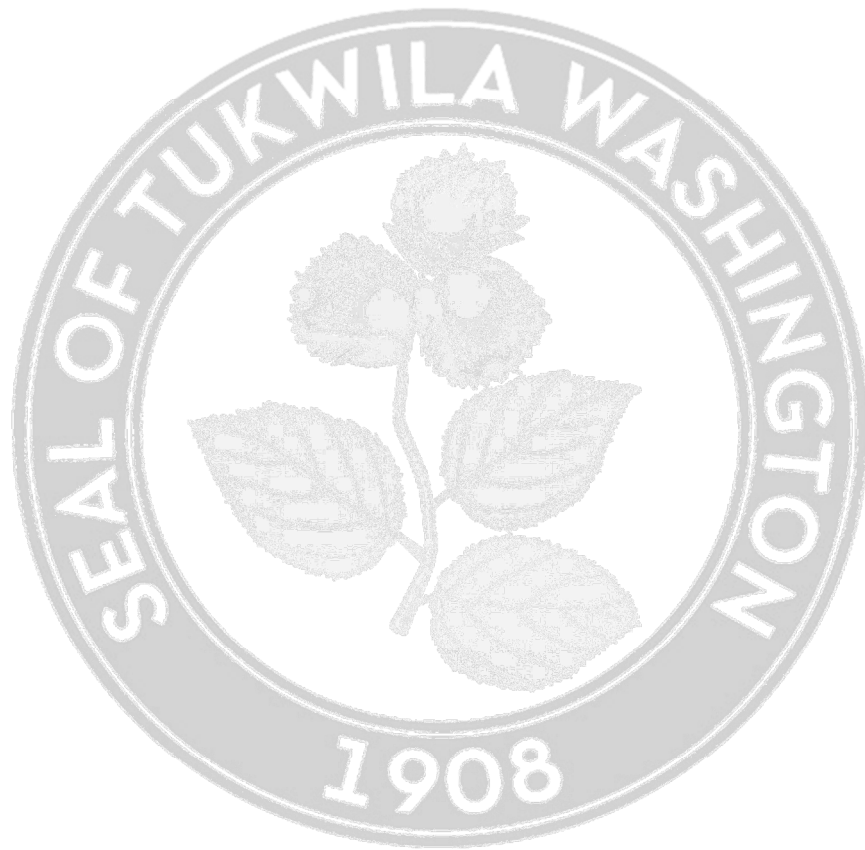
Account Number	Purpose	2013	2014
000.09.523.300.41.00	Professional Services	\$ 800	\$ 800
000.09.523.300.41.01	Pro Tem Judges - Review Calendar Probation Cases	1,000	1,000
000.09.523.300.41.03	Interpreters for probation appts, Public Defender screening, Jail Alt. Prog.	1,000	1,000
000.09.523.300.41.04	Court Security	40,500	40,500
000.09.523.300.42.00	Postage, fax, and on-line usage	2,000	2,000
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	300	300
000.09.523.300.49.00	Registration for conferences and regional training	250	250
000.09.523.300.49.01	Annual memberships	400	400
000.09.523.300.49.02	Training	1,500	1,500
	<b>Total Probation and Parole Professional Services</b>	<b>\$ 50,465</b>	<b>\$ 50,465</b>

	<b>Total Professional Services-Court</b>	<b>\$ 145,443</b>	<b>\$ 142,443</b>
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## Performance Measures

### *Court*

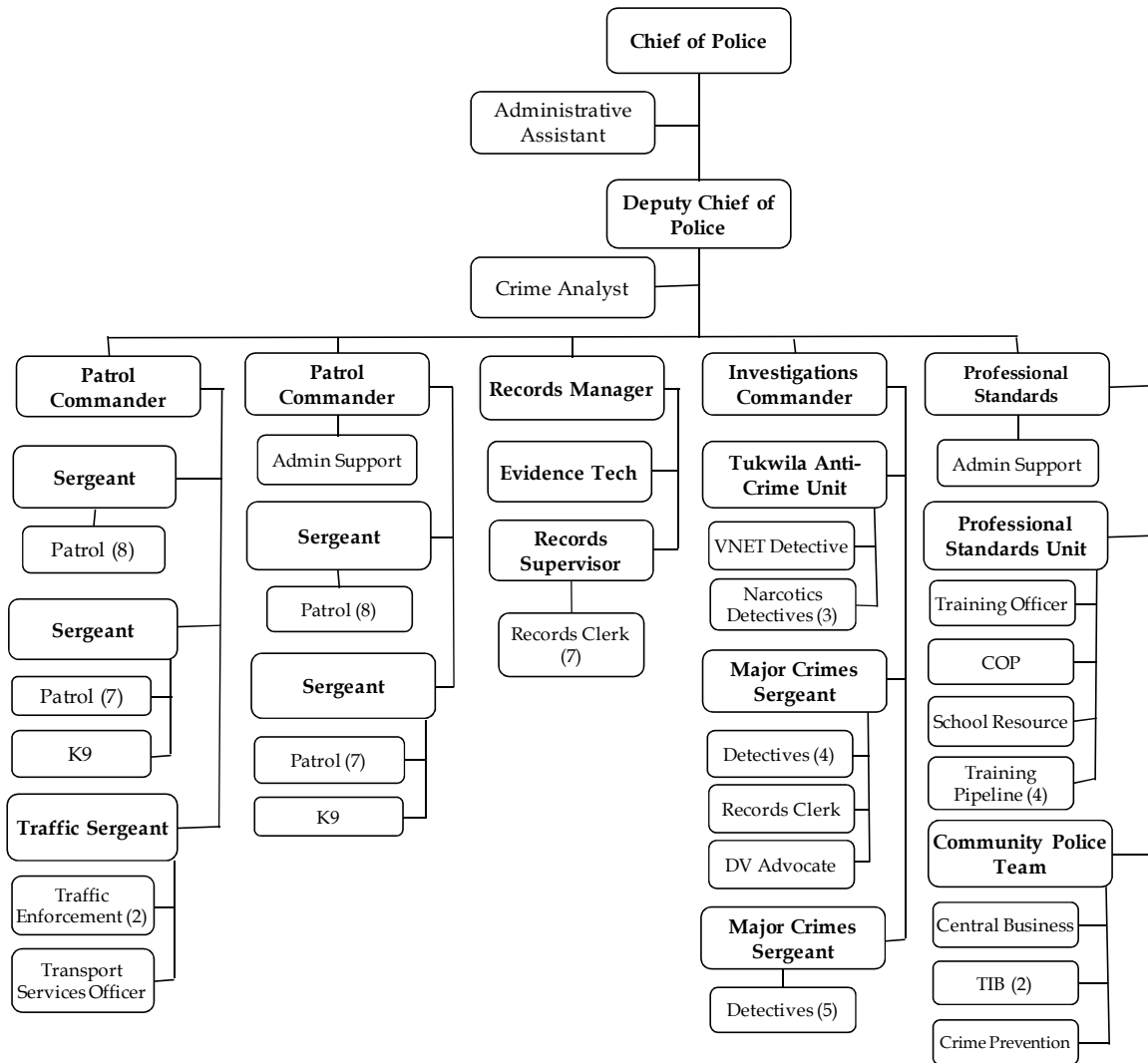
	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
Charges filed	5,661	5,100	5,253	5,250	10,500
Criminal hearings held	10,527	10,400	11,500	11,500	23,000
Traffic hearings held	2,832	2,900	3,000	3,500	6,000
City revenues collected	365,346	335,000	366,901	365,000	360,000



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## Police Services



2013-14 Biennial Budget  
Police Department  
Admin, Patrol, Special Services, Major Crimes, Professional Standards

Program	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Budget	2012-13 % Chg	2013-14 % Chg
Administration	\$ 1,338,999	\$ 1,612,396	\$ 1,450,892	\$ 2,029,989	\$ 2,022,649	39.91%	-0.36%
Patrol	6,801,113	8,079,471	7,240,821	6,900,236	7,062,290	-4.70%	2.35%
Special Services	1,398,942	1,469,759	1,619,622	1,878,188	1,964,158	15.96%	4.58%
Investigations	1,347,380	1,405,408	1,747,274	1,805,388	1,827,708	3.33%	1.24%
Tukwila Anti-Crime	832,307	522,997	663,447	901,462	923,835	35.88%	2.48%
Professional Standards	597,997	458,868	817,165	1,235,445	1,229,506	51.19%	-0.48%
Training	227,810	260,869	241,151	270,542	273,491	12.19%	1.09%
Traffic	621,005	486,718	494,338	586,161	601,597	18.57%	2.63%
Total	\$ 13,165,552	\$ 14,296,485	\$ 14,274,710	\$ 15,607,411	\$ 15,905,234	9.34%	1.91%

## Expenditure &amp; Revenue Summary - Department Wide

*Police Department*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 7,441,949	\$ 7,483,363	\$ 8,144,530	\$ 8,629,769	\$ 8,961,291	5.96%	3.84%
20 Personnel Benefits	2,769,914	2,455,311	2,744,541	2,543,545	2,616,471	-7.32%	2.87%
30 Supplies	98,700	221,339	157,028	226,550	167,050	44.27%	-26.26%
40 Prof Services	998,299	1,415,461	1,516,056	2,121,283	2,071,361	39.92%	-2.35%
50 Intergovt. Services & Taxes	1,856,690	2,607,097	1,692,555	2,004,264	2,053,561	18.42%	2.46%
60 Capital Outlays	-	113,915	20,000	82,000	35,500	310.00%	-56.71%
<b>EXPENDITURE TOTAL</b>	<b>13,165,552</b>	<b>14,296,485</b>	<b>14,274,710</b>	<b>15,607,411</b>	<b>15,905,234</b>	<b>9.34%</b>	<b>1.91%</b>

REVENUE							
General Fund	13,047,052	14,102,960	13,893,438	15,368,429	15,836,288	10.62%	3.04%
DOJ-COPS Hiring Recovery	83,658	190,618	344,166	201,876	31,840	-41.34%	-84.23%
VNET Grant-Byrne Program	25,230	-	28,106	28,106	28,106	0.00%	0.00%
Special Gang Emphasis Grant	9,612	2,907	9,000	9,000	9,000	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 13,165,552</b>	<b>\$ 14,296,485</b>	<b>\$ 14,274,710</b>	<b>\$ 15,607,411</b>	<b>\$ 15,905,234</b>	<b>9.34%</b>	<b>1.91%</b>

## Budget Changes - Department Wide

*Police Department*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 8,144,530	\$ 179,138	\$ (25,799)	\$ 331,900	\$ -	\$ -	\$ 8,629,769	\$ 284,498	\$ -	\$ 47,024	\$ -	\$ -	\$ 8,961,291
20-Benefits	2,744,541	(335,898)	-	134,902	-	-	2,543,545	54,449	-	18,476	-	-	2,616,471
30-Supplies	157,028	-	5,522	64,000	-	-	226,550	(59,500)	-	-	-	-	167,050
40-Prof. Serv.	1,516,056	22,576	84,711	497,940	-	-	2,121,283	(43,405)	(17,117)	10,600	-	-	2,071,361
50-Intergov	1,692,555	316,709	(5,000)	-	-	-	2,004,264	49,297	-	-	-	-	2,053,561
60-Capital	20,000	(20,000)	-	82,000	-	-	82,000	(82,000)	-	35,500	-	-	35,500
Total	\$14,274,710	\$ 162,525	\$ 59,434	\$1,110,742	\$ -	\$ -	\$15,607,411	\$ 203,339	\$ (17,117)	\$ 111,600	\$ -	\$ -	\$15,905,234

**Salaries & Benefits - Department Wide***Police Department*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Police Chief	1	1	\$ 148,848	\$ 38,050	1	\$ 153,264	\$ 38,527
Assistant Police Chief	2	1	133,368	36,899	1	137,448	37,354
Police Commander	3	4	492,219	129,529	4	512,598	131,672
Admin Secretary	1	1	70,032	30,343	1	72,096	31,492
Master Police Sergeant	5	5	522,768	168,248	5	537,360	170,207
Police Sergeant	4	5	483,810	163,458	5	502,590	166,264
Master Police Officer	25	29	2,548,538	832,875	29	2,624,844	845,098
Police Officer	28	29	2,267,728	752,817	29	2,390,322	771,207
Domestic Violence Advocate	1	1	66,984	24,007	1	68,976	25,084
Service Transport Officer	1	1	56,782	30,433	1	61,394	31,988
Police Records Manager	1	1	95,520	22,212	1	98,328	23,768
Police Records Supervisor	1	1	72,528	25,027	1	74,664	26,194
Police Information Analyst	1	1	76,608	18,953	1	78,816	20,166
Police Records Clerk	8	8	450,802	171,967	8	468,128	179,923
Evidence Technician	1	1	66,096	18,366	1	67,992	19,417
Community Policing Coordinator	1	1	80,515	22,596	1	83,232	23,934
Admin Support Specialist	-	2	87,360	42,768	2	119,976	59,176
Retiree Medical			-	15,000		-	15,000
Extra Labor			1,000	-		1,000	-
Overtime			908,263	-		908,263	-
Department Total	84	92	\$ 8,629,769	\$ 2,543,545	92	\$ 8,961,291	\$ 2,616,471

\* 3 bicycle patrol officers were added to the budget, in 2011. These 3 positions are not reflected in the 2012 FTE count.

## Goals & Accomplishments

**DEPARTMENT:** Police (10) - Admin

**FUND:** General

**RESPONSIBLE MANAGER:** Chief Mike Villa

**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.

### 2011–2012 Accomplishments

- ◆ Assessed current and future department staffing and facility needs that support delivery of law enforcement excellence to the community.
- ◆ Recognized excellent performance of Staff at Council meetings, and improved annual evaluation process.
- ◆ Resolved community problems through partnerships and problem solving and continuous involvement in Block Watches, Night Out Against Crime and community outreach initiatives.
- ◆ Continued regional partnership with Valley agencies and our federal partners (FBI, DEA, ATF, ICE).

### 2013–2014 Program Goals

- ◆ Implement the city approved components of the 2012 Crime Reduction Initiative.
- ◆ Develop and begin to implement a department strategic plan that is aligned with and furthers the city's vision and strategic plan.
- ◆ Reduce violent crimes in the Tukwila International Boulevard corridor from its 2011 and 2012 levels.
- ◆ Work to maintain and strengthen regional partnerships.

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

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 754,844	\$ 800,218	\$ 781,055	\$ 847,614	\$ 878,553	8.52%	3.65%
20 Personnel Benefits	263,197	233,411	244,411	234,820	239,046	-3.92%	1.80%
30 Supplies	6,064	19,246	25,048	21,000	21,000	-16.16%	0.00%
40 Prof Services	305,290	443,103	359,478	828,655	832,650	130.52%	0.48%
50 Intergovt. Services & Taxes	9,604	2,502	20,900	15,900	15,900	-23.92%	0.00%
60 Capital Outlays	-	113,915	20,000	82,000	35,500	310.00%	-56.71%
<b>EXPENDITURE TOTAL</b>	<b>1,338,999</b>	<b>1,612,396</b>	<b>1,450,892</b>	<b>2,029,989</b>	<b>2,022,649</b>	<b>39.91%</b>	<b>-0.36%</b>

REVENUE							
General Fund	1,338,999	1,612,396	1,450,892	2,029,989	2,022,649	39.91%	-0.36%
<b>REVENUE TOTAL</b>	<b>\$ 1,338,999</b>	<b>\$ 1,612,396</b>	<b>\$ 1,450,892</b>	<b>\$ 2,029,989</b>	<b>\$ 2,022,649</b>	<b>39.91%</b>	<b>-0.36%</b>

**Budget Changes**

Budget changes for the Police Administration division include step increases and COLA increases for salaries, and health care cost changes. Professional services budget increased due to higher insurance premiums and maintenance of MHz radios. Intergovernmental budget was reduced based on actual data. Additional budget was added to purchase a patrol vehicle in support of Community Oriented Policing bike team and one of the department's canine units in 2013. In 2014, budget of \$35,500 is appropriated for purchase of LinX program, a regional collaboration of law enforcement information sharing.

*Police - Administration*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 781,055	\$ 66,559	\$ -	\$ -	\$ -	\$ -	\$ 847,614	\$ 30,939	\$ -	\$ -	\$ -	\$ -	\$ 878,553
20-Benefits	244,411	(9,591)	-	-	-	-	234,820	4,226	-	-	-	-	239,046
30-Supplies	25,048	-	(4,048)	-	-	-	21,000	-	-	-	-	-	21,000
40-Prof Serv	359,478	21,576	14,161	433,440	-	-	828,655	3,395	-	600	-	-	832,650
50-Intergov	20,900	-	(5,000)	-	-	-	15,900	-	-	-	-	-	15,900
60-Capital	20,000	(20,000)	-	82,000	-	-	82,000	(82,000)	-	35,500	-	-	35,500
Total	\$ 1,450,892	\$ 58,544	\$ 5,113	\$ 515,440	\$ -	\$ -	\$ 2,029,989	\$ (43,440)	\$ -	\$ 36,100	\$ -	\$ -	\$ 2,022,649

**Salaries and Benefits***Police - Administration*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Police Chief	1	1	\$ 148,848	\$ 38,050	1	\$ 153,264	\$ 38,527
Assistant Police Chief	2	1	133,368	36,899	1	137,448	37,354
Police Commander	3	4	492,219	129,529	4	512,598	131,672
Admin Secretary	1	1	70,032	30,343	1	72,096	31,492
Overtime			3,147	-		3,147	-
Total	7	7	\$ 847,614	\$ 234,820	7	\$ 878,553	\$ 239,046

## Professional Services

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

### *Police - Administration*

Account Number	Purpose	2013	2014
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	20,607	20,607
000.10.521.100.45.95	Equipment O & M	15,119	15,119
000.10.521.100.46.00	Insurance allocation to WCIA	240,000	240,000
000.10.521.100.48.00	Radio repairs and maintenance	18,518	18,518
000.10.521.100.48.01	Repairs and maintenance for 800 Mhz system assessment	57,576	60,971
000.10.521.100.49.00	Opportunity Fund / Urban Renewal, memberships and subscriptions	402,530	402,530
000.10.594.215.42.03	Neighborhood Resource Center	28,440	29,040
	Total Professional Services	\$ 828,655	\$ 832,650

## Capital Assets

### *Police - Administration*

Account Number	Description	2013	2014
000.10.594.100.64.00	COP Patrol Vehicle	\$ 63,000	\$ -
000.10.594.215.64.03	Canine replacement	19,000	-
000.10.594.100.64.00	LinX System	-	35,500
	Total Capital Assets	\$ 82,000	\$ 35,500

## Performance Measures

### *Police - Administration*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 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 Mike Villa

**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.

#### 2011-2012 Accomplishments

- ◆ Evaluated ongoing response capabilities and opened the new Neighborhood Resource Center (NRC) and deployment of the bike team to provide a quicker response to the community.
- ◆ Implemented the COP Business Team.
- ◆ Focused COP team on the hot spots within the community.

#### 2013-2014 Program Goals

- ◆ Maintain adequate patrol staffing levels.
- ◆ Patrol residential areas.
- ◆ Increase visibility and focus available resources on identified issues and hot spots.



**Expenditure & Revenue Summary***Police - Patrol*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 3,542,530	\$ 3,877,989	\$ 3,857,793	\$ 3,792,030	\$ 3,950,006	-1.70%	4.17%
20 Personnel Benefits	1,447,862	1,371,214	1,416,407	1,095,910	1,126,164	-22.63%	2.76%
30 Supplies	33,097	112,374	45,180	80,650	62,150	78.51%	-22.94%
40 Prof Services	457,043	643,545	836,441	770,646	762,970	-7.87%	-1.00%
50 Intergovt. Services & Taxes	1,320,582	2,074,349	1,085,000	1,161,000	1,161,000	7.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>6,801,113</b>	<b>8,079,471</b>	<b>7,240,821</b>	<b>6,900,236</b>	<b>7,062,290</b>	<b>-4.70%</b>	<b>2.35%</b>

REVENUE							
General Fund	6,717,455	7,888,853	6,896,655	6,698,360	7,030,450	-2.88%	4.96%
DOJ-COPS Hiring Recovery	83,658	190,618	344,166	201,876	31,840	-41.34%	-84.23%
<b>REVENUE TOTAL</b>	<b>\$ 6,801,113</b>	<b>\$ 8,079,471</b>	<b>\$ 7,240,821</b>	<b>\$ 6,900,236</b>	<b>\$ 7,062,290</b>	<b>-4.70%</b>	<b>2.35%</b>

**Budget Changes**

Budget changes for the Patrol division include step increases and COLA increases for salaries and health care cost changes. Supplies budget was increased for replacement of patrol officer cameras and intergovernmental budget was increased due to higher jail costs. There is a net decrease in professional services in 2013 due to lower appropriation for equipment rental replacement funding.

*Police - Patrol*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 3,857,793	\$ (176,295)	\$ -	\$ 110,532	\$ -	\$ -	\$ 3,792,030	\$ 136,088	\$ -	\$ 21,888	\$ -	\$ -	\$ 3,950,006
20-Benefits	1,416,407	(370,698)	-	50,202	-	-	1,095,910	21,234	-	9,020	-	-	1,126,164
30-Supplies	45,180	-	15,470	20,000	-	-	80,650	(18,500)	-	-	-	-	62,150
40-Prof Serv	836,441	1,000	(66,795)	-	-	-	770,646	-	(7,676)	-	-	-	762,970
50-Intergov	1,085,000	76,000	-	-	-	-	1,161,000	-	-	-	-	-	1,161,000
<b>Total</b>	<b>\$ 7,240,821</b>	<b>\$ (469,993)</b>	<b>\$ (51,325)</b>	<b>\$ 180,734</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,900,236</b>	<b>\$ 138,822</b>	<b>\$ (7,676)</b>	<b>\$ 30,908</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,062,290</b>

**Salaries and Benefits**

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. Additional budget has been dedicated to hiring police officers and support staff that will focus on crime reduction strategies.

*Police - Patrol*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Master Police Sergeant	2	-	\$ -	\$ -	-	\$ -	\$ -
Police Sergeant	3	4	383,358	130,407	4	398,250	132,670
Master Police Officer	10	14	1,222,092	398,715	14	1,257,432	404,656
Police Officer	24	21	1,615,626	530,405	21	1,707,062	544,249
Service Transport Officer	1	-	-	-	-	-	-
Admin Support Specialist	-	1	43,680	21,385	1	59,988	29,588
Overtime			527,274	-		527,274	-
Retiree Medical			-	15,000		-	15,000
<b>Total</b>	<b>40</b>	<b>40</b>	<b>\$ 3,792,030</b>	<b>\$ 1,095,910</b>	<b>40</b>	<b>\$ 3,950,006</b>	<b>\$ 1,126,164</b>

## Professional Services

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

### *Police - Patrol*

Account Number	Purpose	2013	2014
000.10.521.220.41.00	(2) K-9 dogs vet bills and professional grooming	\$ 6,000	\$ 6,000
000.10.521.220.42.00	Cellular phone usage, pager usage, language line services and COPS grant	32,000	32,000
000.10.521.220.43.03	Travel expenses: transportation, meals, lodging for Police Explorers	1,800	1,800
000.10.521.220.45.00	Operating leases and rentals	-	50,000
000.10.521.220.45.94	Equipment replacement	236,189	236,189
000.10.521.220.45.95	Equipment O & M	400,323	342,647
000.10.521.220.46.03	Medical insurance coverage for Police Explorers	80	80
000.10.521.220.48.00	SRT equipment, uniforms, cell phone repairs, vest replacement, etc.	65,404	65,404
000.10.521.220.49.00	Memberships and registrations	2,000	2,000
000.10.521.220.49.03	BSA Charter, Explorer Academy Reg. And annual recruitment open house	1,850	1,850
000.10.523.200.41.00	Monitoring of Prisoners	25,000	25,000
	Total Professional Services	\$ 770,646	\$ 762,970

## Performance Measures

### *Police - Patrol*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 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
<b>Response time in minutes (emergency):</b>					
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 Mike Villa

**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.

#### 2011-2012 Accomplishments

- ◆ Destroyed records maintained by the Records Division that exceed or meet minimum general retention schedule requirements.
- ◆ Prepared firearms and narcotics held in evidence for destruction.
- ◆ Prepared and submitted items of evidence for auction, as appropriate.

#### 2013-2014 Program Goals

- ◆ Plan and prepare for a new evidence facility.
- ◆ Prepare for and implement a new Records Management System as funding allows.
- ◆ Research and implement online reporting to improve efficiency and customer service.

**Expenditure & Revenue Summary***Police – Special Services*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 618,327	\$ 671,511	\$ 704,442	\$ 738,466	\$ 763,136	4.83%	3.34%
20 Personnel Benefits	203,895	211,055	236,647	233,980	245,983	-1.13%	5.13%
30 Supplies	17,195	29,517	34,900	19,900	19,900	-42.98%	0.00%
40 Prof Services	33,022	27,430	56,978	58,478	58,478	2.63%	0.00%
50 Intergovt. Services & Taxes	526,504	530,246	586,655	827,364	876,661	41.03%	5.96%
<b>EXPENDITURE TOTAL</b>	<b>1,398,942</b>	<b>1,469,759</b>	<b>1,619,622</b>	<b>1,878,188</b>	<b>1,964,158</b>	<b>15.96%</b>	<b>4.58%</b>

REVENUE							
General Fund	1,398,942	1,469,759	1,619,622	1,878,188	1,964,158	15.96%	4.58%
<b>REVENUE TOTAL</b>	<b>\$ 1,398,942</b>	<b>\$ 1,469,759</b>	<b>\$ 1,619,622</b>	<b>\$ 1,878,188</b>	<b>\$ 1,964,158</b>	<b>15.96%</b>	<b>4.58%</b>

**Budget Changes**

Budget changes for the Special Services division include step increases and COLA increases for salaries and health care cost changes. Supplies budget was reduced by \$15,000 and transferred to Training division and intergovernmental budget was increased due to higher dispatch charges from Valley Com.

*Police – Special Services*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 704,442	\$ 34,024	\$ -	\$ -	\$ -	\$ -	\$ 738,466	\$ 24,670	\$ -	\$ -	\$ -	\$ -	\$ 763,136
20-Benefits	236,647	(2,667)	-	-	-	-	233,980	12,004	-	-	-	-	245,983
30-Supplies	34,900	-	(15,000)	-	-	-	19,900	-	-	-	-	-	19,900
40-Prof Serv	56,978	-	1,500	-	-	-	58,478	-	-	-	-	-	58,478
50-Intergov	586,655	240,709	-	-	-	-	827,364	49,297	-	-	-	-	876,661
Total	\$ 1,619,622	\$ 272,066	\$ (13,500)	\$ -	\$ -	\$ -	\$ 1,878,188	\$ 85,971	\$ -	\$ -	\$ -	\$ -	\$ 1,964,158

## Salaries and Benefits

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

### *Police – Special Services*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Police Records Manager	1	1	\$ 95,520	\$ 22,212	1	\$ 98,328	\$ 23,768
Police Records Supervisor	1	1	72,528	25,027	1	74,664	26,194
Police Information Analyst	1	1	76,608	18,953	1	78,816	20,166
Police Records Specialist	7	7	392,290	149,422	7	407,912	156,439
Evidence Technician	1	1	66,096	18,366	1	67,992	19,417
Extra Labor			1,000	-		1,000	-
Overtime			34,424	-		34,424	-
<b>Total</b>	<b>11</b>	<b>11</b>	<b>\$ 738,466</b>	<b>\$ 233,980</b>	<b>11</b>	<b>\$ 763,136</b>	<b>\$ 245,983</b>

## Professional Services

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

### *Police – Special Services*

Account Number	Purpose	2013	2014
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	23,500	23,500
000.10.521.230.49.00	Misc. costs for maintaining records and evidence	1,500	1,500
	<b>Total Professional Services</b>	<b>\$ 58,478</b>	<b>\$ 58,478</b>

## Performance Measures

### *Police – Special Services*

Police Records/Evidence	2010	2011	2012	2013	2014
	Actual	Actual	Estimated	Projection	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 Mike Villa

**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.

#### **2011-2012 Accomplishments**

- ◆ Evaluated and adjusted investigative efforts to prioritize the increasing caseload.
- ◆ Conducted quarterly reviews in order to assess effectiveness and direction of the Unit.

#### **2013-2014 Program Goals**

- ◆ Increase ability to conduct timely investigations and solve felony crimes against persons.
- ◆ Increase ability to investigate and solve felony property crimes.
- ◆ Conduct quarterly reviews in order to assess effectiveness and direction of the unit.

## Expenditure & Revenue Summary

### Police Investigations

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 932,967	\$ 969,849	\$ 1,269,029	\$ 1,246,017	\$ 1,278,057	-1.81%	2.57%
20 Personnel Benefits	339,677	303,797	395,276	367,521	373,861	-7.02%	1.73%
30 Supplies	3,794	6,889	7,200	20,000	6,000	177.78%	-70.00%
40 Prof Services	70,942	124,873	75,769	171,850	169,790	126.81%	-1.20%
<b>EXPENDITURE TOTAL</b>	<b>1,347,380</b>	<b>1,405,408</b>	<b>1,747,274</b>	<b>1,805,388</b>	<b>1,827,708</b>	<b>3.33%</b>	<b>1.24%</b>

REVENUE							
General Fund	1,322,150	1,405,408	1,719,168	1,777,282	1,799,602	3.38%	1.26%
VNET Grant-Byrne Program	25,230	-	28,106	28,106	28,106	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,347,380</b>	<b>\$ 1,405,408</b>	<b>\$ 1,747,274</b>	<b>\$ 1,805,388</b>	<b>\$ 1,827,708</b>	<b>3.33%</b>	<b>1.24%</b>

## Budget Changes

Budget changes for the Investigation division include step increases and COLA increases for salaries and health care cost changes. The overtime budget was reduced based on actual usage from prior year. Professional services increased due to funding needs for equipment replacement and repair and maintenance of vehicles. Other changes include funding for future equipment replacement.

### Police Investigations

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 1,269,029	\$ (105,349)	\$ (21,799)	\$ 104,136	\$ -	\$ -	\$ 1,246,017	\$ 29,160	\$ -	\$ 2,880	\$ -	\$ -	\$ 1,278,057
20-Benefits	395,276	(61,370)	-	33,615	-	-	367,521	5,930	-	410	-	-	373,861
30-Supplies	7,200	-	(2,200)	15,000	-	-	20,000	(14,000)	-	-	-	-	6,000
40-Prof Serv	75,769	-	54,081	42,000	-	-	171,850	(31,200)	(860)	30,000	-	-	169,790
Total	\$ 1,747,274	\$ (166,719)	\$ 30,082	\$ 194,751	\$ -	\$ -	\$ 1,805,388	\$ (10,110)	\$ (860)	\$ 33,290	\$ -	\$ -	\$ 1,827,708

## Salaries and Benefits

Salaries are based on actual costs for existing positions and include a cost of living adjustment per contract agreements. The overtime budget was reduced based on actual usage from prior year. Additional budget has been dedicated to hiring police officers and support staff that will focus on crime reduction strategies. Two additional FTE is added to this biennium.

### Police Investigations

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Police Sergeant	1	2	\$ 208,272	\$ 67,230	2	\$ 214,032	\$ 68,051
Master Police Officer	7	8	713,664	222,596	8	733,824	225,729
Police Officer	1	1	84,816	31,143	1	87,240	31,514
Domestic Violence Advocate	1	1	66,984	24,007	1	68,976	25,084
Police Records Clerk	1	1	58,512	22,544	1	60,216	23,483
Overtime			113,769	-		113,769	-
Total	11	13	\$ 1,246,017	\$ 367,521	13	\$ 1,278,057	\$ 373,861

## Professional Services

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

### *Police Investigations*

Account Number	Purpose	2013	2014
000.10.521.210.41.00	Polygraph, translation and transcription services	\$ 4,350	\$ 4,350
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	2,500	2,500
000.10.521.210.45.94	Equipment replacement	90,420	59,220
000.10.521.210.45.95	Equipment O & M	59,680	88,820
000.10.521.210.48.00	Shredder & copy machine maintenance and investigation impounds	9,000	9,000
000.10.521.210.49.00	Unanticipated misc. investigation and DV expenses	3,500	3,500
	Total Professional Services	\$ 171,850	\$ 169,790

## Performance Measures

### *Police Investigations*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
Average UCR clearance (Part 1)	15%	11%	13%	13%	13%
Case assigned (MC)	542	439	490	490	490
<b>Average detective caseload:</b>					
Persons crimes	64	49	66	66	66
Property crimes	77	60	84	84	84



## Goals & Accomplishments

**DEPARTMENT:** Police (10) – Tukwila Anti-Crime

**FUND:** General

**RESPONSIBLE MANAGER:** Chief Mike Villa

**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.

### 2011-2012 Accomplishments

- ◆ Conducted quarterly reviews in order to assess effectiveness and direction of the unit.
- ◆ Focused available resources on crimes related to drugs, vice, and gangs.

### 2013-2014 Program Goals

- ◆ Continue to strengthen investigative partnerships in gang and drug enforcement.
- ◆ Focus resources on identified crime reduction strategies.

## Expenditure & Revenue Summary

### Police – Tukwila Anti-Crime

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 580,184	\$ 343,519	\$ 467,239	\$ 617,859	\$ 637,360	32.24%	3.16%
20 Personnel Benefits	197,303	106,367	120,833	175,404	178,276	45.16%	1.64%
30 Supplies	970	381	6,000	2,000	2,000	-66.67%	0.00%
40 Prof Services	53,850	72,730	69,375	106,199	106,199	53.08%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>832,307</b>	<b>522,997</b>	<b>663,447</b>	<b>901,462</b>	<b>923,835</b>	<b>35.88%</b>	<b>2.48%</b>

REVENUE							
General Fund	832,307	522,997	663,447	901,462	923,835	35.88%	2.48%
<b>REVENUE TOTAL</b>	<b>\$ 832,307</b>	<b>\$ 522,997</b>	<b>\$ 663,447</b>	<b>\$ 901,462</b>	<b>\$ 923,835</b>	<b>35.88%</b>	<b>2.48%</b>

## Summary of Budget Changes

Budget changes for the Tukwila Anti-Crime division include step increases and COLA increases for salaries and health care cost changes. Professional services budget increased due to higher rentals and lease expenditures as well as funding needs for equipment replacement and repair and maintenance of vehicles.

### Police – Tukwila Anti-Crime

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 467,239	\$ 150,620	\$ -	\$ -	\$ -	\$ -	\$ 617,859	\$ 19,501	\$ -	\$ -	\$ -	\$ -	\$ 637,360
20-Benefits	120,833	54,571	-	-	-	-	175,404	2,872	-	-	-	-	178,276
30-Supplies	6,000	-	(4,000)	-	-	-	2,000	-	-	-	-	-	2,000
40-Prof Serv	69,375	-	36,824	-	-	-	106,199	-	-	-	-	-	106,199
Total	\$ 663,447	\$ 205,191	\$ 32,824	\$ -	\$ -	\$ -	\$ 901,462	\$ 22,373	\$ -	\$ -	\$ -	\$ -	\$ 923,835

## Salaries and Benefits

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

### Police – Tukwila Anti-Crime

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Master Police Sergeant	1	1	\$ 102,600	\$ 33,419	1	\$ 105,480	\$ 33,830
Master Police Officer	3	3	246,830	92,083	3	257,460	93,630
Police Officer	-	2	169,830	49,902	2	175,821	50,815
Overtime			98,599	-		98,599	-
Total	4	6	\$ 617,859	\$ 175,404	6	\$ 637,360	\$ 178,276

## Professional Services

Professional services and contracts in the Tukwila Anti-Crime division include equipment rental and replacement, O&M charges, and communications, among others.

### *Police – Tukwila Anti-Crime*

Account Number	Purpose	2013	2014
000.10.521.250.42.00	Cellular phone services	\$ 1,000	\$ 1,000
000.10.521.250.45.00	Vehicle rentals and leases	26,520	26,520
000.10.521.250.45.94	Equipment replacement	27,558	27,558
000.10.521.250.45.95	Equipment O & M	40,121	40,121
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	\$ 106,199	\$ 106,199

## Performance Measures

### *Police – Tukwila Anti-Crime*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 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) – Professional Standards

**FUND:** General

**RESPONSIBLE MANAGER:** Chief Mike Villa

**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.

### 2011-2012 Accomplishments

- ◆ Reviewed Professional Standards programs for overall feasibility and efficiency.
- ◆ Increased Block Watches and community awareness as a result of significant rise in burglary and increased focus on Chronic Nuisance Ordinance.

### 2013-2014 Program Goals

- ◆ Develop the teams' capabilities to focus on crime reduction initiatives.
- ◆ Maintain and build upon crime prevention efforts such as Block Watch, the apartment managers network, and community awareness.
- ◆ Implement strategies and resources for enforcement of the Chronic Nuisance Ordinance.
- ◆ Build a regular volunteer cadre to staff the Neighborhood Resource Center and Community Resource Center.

**Expenditure & Revenue Summary***Police – Professional Standards*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 439,180	\$ 333,100	\$ 591,783	\$ 849,580	\$ 900,660	43.56%	6.01%
20 Personnel Benefits	133,540	89,562	195,242	281,203	295,365	44.03%	5.04%
30 Supplies	7,157	7,729	8,800	37,300	10,300	323.86%	-72.39%
40 Prof Services	18,119	28,476	21,340	67,362	23,181	215.66%	-65.59%
<b>EXPENDITURE TOTAL</b>	<b>597,997</b>	<b>458,868</b>	<b>817,165</b>	<b>1,235,445</b>	<b>1,229,506</b>	<b>51.19%</b>	<b>-0.48%</b>

REVENUE							
General Fund	588,385	455,960	808,165	1,226,445	1,220,506	51.76%	-0.48%
Special Gang Emphasis Grant	9,612	2,907	9,000	9,000	9,000	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 597,997</b>	<b>\$ 458,868</b>	<b>\$ 817,165</b>	<b>\$ 1,235,445</b>	<b>\$ 1,229,506</b>	<b>51.19%</b>	<b>-0.48%</b>

**Budget Changes**

Budget changes for the Professional Standards division include step increases and COLA increases for salaries, health care cost changes and additional budget for supplies in support of Community Oriented Policing bike team. Salaries are higher due to continued funding of the CBD COPS Grant funding through 2013. In addition, funding is included for two council approved Tukwila International Boulevard bicycle officers and the administrative specialist to administer the Chronic Nuisance Ordinance. Professional services budget increased due to higher funding needs for equipment replacement and repair and maintenance of vehicles. Additional appropriation is added in support of Chronic Nuisance Ordinance.

*Police – Professional Standards*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 591,783	\$ 144,565	\$ (4,000)	\$ 117,232	\$ -	\$ -	\$ 849,580	\$ 28,824	\$ -	\$ 22,256	\$ -	\$ -	\$ 900,660
20-Benefits	195,242	34,875	-	51,086	-	-	281,203	5,115	-	9,047	-	-	295,365
30-Supplies	8,800	-	(500)	29,000	-	-	37,300	(27,000)	-	-	-	-	10,300
40-Prof Serv	21,340	-	25,022	21,000	-	-	67,362	(15,600)	(8,581)	(20,000)	-	-	23,181
<b>Total</b>	<b>\$ 817,165</b>	<b>\$ 179,440</b>	<b>\$ 20,522</b>	<b>\$ 218,318</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,235,445</b>	<b>\$ (8,661)</b>	<b>\$ (8,581)</b>	<b>\$ 11,303</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,229,506</b>

## Salaries and Benefits

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

### *Police – Professional Standards*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Master Police Sergeant	1	1	\$ 102,600	\$ 33,349	1	\$ 105,480	\$ 33,754
Police Sergeant	-	1	100,452	33,052	1	104,340	33,594
Master Police Officer	2	1	92,256	29,455	1	94,800	29,866
Community Policing Coordinator	1	1	80,515	22,596	1	83,232	23,934
Police Officer	3	5	397,456	141,367	5	420,199	144,629
Admin Support Specialist	-	1	43,680	21,384	1	59,988	29,588
Overtime			32,621	-		32,621	-
<b>Total</b>	<b>7</b>	<b>10</b>	<b>\$ 849,580</b>	<b>\$ 281,203</b>	<b>10</b>	<b>\$ 900,660</b>	<b>\$ 295,365</b>

## Professional Services

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

### *Police – Professional Standards*

Account Number	Purpose	2013	2014
000.10.521.300.44.00	Advertising costs	\$ 400	\$ 400
000.10.521.300.45.00	Equipment lease for copier, fax, scanner, etc.	1,100	1,100
000.10.521.300.45.94	Equipment rental and replacement	36,969	1,369
000.10.521.300.45.95	Equipment O & M	23,053	14,472
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	4,840	4,840
	<b>Total Professional Services</b>	<b>\$ 67,362</b>	<b>\$ 23,181</b>

## Performance Measures

### *Police – Professional Standards*

	2010	2011	2012	2013	2014
	Actual	Actual	Estimated	Projection	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 Mike Villa

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

#### **Description**

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

#### **2011-2012 Accomplishments**

- ◆ Implemented training opportunities via computer/media resources.
- ◆ Sought outside training that will increase opportunities and reduce overtime costs.

#### **2013-2014 Program Goals**

- ◆ Implement policy manual training for the Lexipol System.
- ◆ Maintain employee core competencies through ongoing and applicable training.
- ◆ Maintain employee expertise and advanced skills that enable the department to provide full service law enforcement.

**Expenditure & Revenue Summary***Police - Training*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 113,306	\$ 118,844	\$ 108,314	\$ 109,082	\$ 111,626	0.71%	2.33%
20 Personnel Benefits	39,749	35,231	33,262	32,069	32,474	-3.59%	1.26%
30 Supplies	27,965	43,414	25,300	41,100	41,100	62.45%	0.00%
40 Prof Services	46,790	63,380	74,275	88,291	88,291	18.87%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>227,810</b>	<b>260,869</b>	<b>241,151</b>	<b>270,542</b>	<b>273,491</b>	<b>12.19%</b>	<b>1.09%</b>

REVENUE							
General Fund	227,810	260,869	241,151	270,542	273,491	12.19%	1.09%
<b>REVENUE TOTAL</b>	<b>\$ 227,810</b>	<b>\$ 260,869</b>	<b>\$ 241,151</b>	<b>\$ 270,542</b>	<b>\$ 273,491</b>	<b>12.19%</b>	<b>1.09%</b>

**Budget Changes**

Budget changes for the Training division include step increases and COLA increases for salaries, health care cost changes and additional budget for training in support of Community Oriented Policing bike team. The supplies budget was increased due to the rising cost of ammunition.

*Police - Training*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 108,314	\$ 768	\$ -	\$ -	\$ -	\$ -	\$ 109,082	\$ 2,544	\$ -	\$ -	\$ -	\$ -	\$ 111,626
20-Benefits	33,262	(1,193)	-	-	-	-	32,069	405	-	-	-	-	32,474
30-Supplies	25,300	-	15,800	-	-	-	41,100	-	-	-	-	-	41,100
40-Prof Serv	74,275	-	12,516	1,500	-	-	88,291	-	-	-	-	-	88,291
Total	\$ 241,151	\$ (425)	\$ 28,316	\$ 1,500	\$ -	\$ -	\$ 270,542	\$ 2,949	\$ -	\$ -	\$ -	\$ -	\$ 273,491

**Salaries and Benefits**

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

*Police - Training*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Master Police Officer	1	1	\$ 92,256	\$ 32,069	1	\$ 94,800	\$ 32,474
Overtime			16,826	-		16,826	-
Total	1	1	\$ 109,082	\$ 32,069	1	\$ 111,626	\$ 32,474



## Professional Services

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

### *Police - Training*

Account Number	Purpose	2013	2014
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	1,200	1,200
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	48,941	48,941
	Total Professional Services	\$ 88,291	\$ 88,291

## Performance Measures

### *Police - Training*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
D.A.R.E. Program (Classes)	8	8	9	9	9

## Goals & Accomplishments

**DEPARTMENT:** Police (10) – Traffic

**FUND:** General

**RESPONSIBLE MANAGER:** Chief Mike Villa

**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.

### 2011-2012 Accomplishments

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

### 2013-2014 Program Goals

- ◆ Inspect and review all available traffic equipment.
- ◆ Certify all radar equipment as required.
- ◆ Facilitate the continued training of all patrol officers in SECTOR.
- ◆ Conduct DUI patrols as allowed by overtime restrictions.

**Expenditure & Revenue Summary***Police - Traffic*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 460,611	\$ 368,333	\$ 364,875	\$ 429,121	\$ 441,893	17.61%	2.98%
20 Personnel Benefits	144,692	104,673	102,463	122,638	125,302	19.69%	2.17%
30 Supplies	2,458	1,789	4,600	4,600	4,600	0.00%	0.00%
40 Prof Services	13,244	11,923	22,400	29,802	29,802	33.04%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>621,005</b>	<b>486,718</b>	<b>494,338</b>	<b>586,161</b>	<b>601,597</b>	<b>18.57%</b>	<b>2.63%</b>

REVENUE							
General Fund	621,005	486,718	494,338	586,161	601,597	18.57%	2.63%
<b>REVENUE TOTAL</b>	<b>\$ 621,005</b>	<b>\$ 486,718</b>	<b>\$ 494,338</b>	<b>\$ 586,161</b>	<b>\$ 601,597</b>	<b>18.57%</b>	<b>2.63%</b>

**Budget Changes**

Budget changes for the Training division include step increases and COLA increases for salaries, health care cost changes and additional budget for equipment replacement and funding.

*Police - Traffic*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 364,875	\$ 64,246	\$ -	\$ -	\$ -	\$ -	\$ 429,121	\$ 12,772	\$ -	\$ -	\$ -	\$ -	\$ 441,893
20-Benefits	102,463	20,175	-	-	-	-	122,638	2,664	-	-	-	-	125,302
30-Supplies	4,600	-	-	-	-	-	4,600	-	-	-	-	-	4,600
40-Prof Serv	22,400	-	7,402	-	-	-	29,802	-	-	-	-	-	29,802
Total	\$ 494,338	\$ 84,421	\$ 7,402	\$ -	\$ -	\$ -	\$ 586,161	\$ 15,436	\$ -	\$ -	\$ -	\$ -	\$ 601,597

**Salaries and Benefits**

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

*Police - Traffic*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Master Police Sergeant	1	1	\$ 109,296	\$ 34,249	1	\$ 112,368	\$ 34,572
Master Police Officer	2	2	181,440	57,956	2	186,528	58,742
Service Transport Officer	-	1	56,782	30,433	1	61,394	31,988
Overtime			81,603	-		81,603	-
Total	3	4	\$ 429,121	\$ 122,638	4	\$ 441,893	\$ 125,302

## Professional Services

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

### *Police - Traffic*

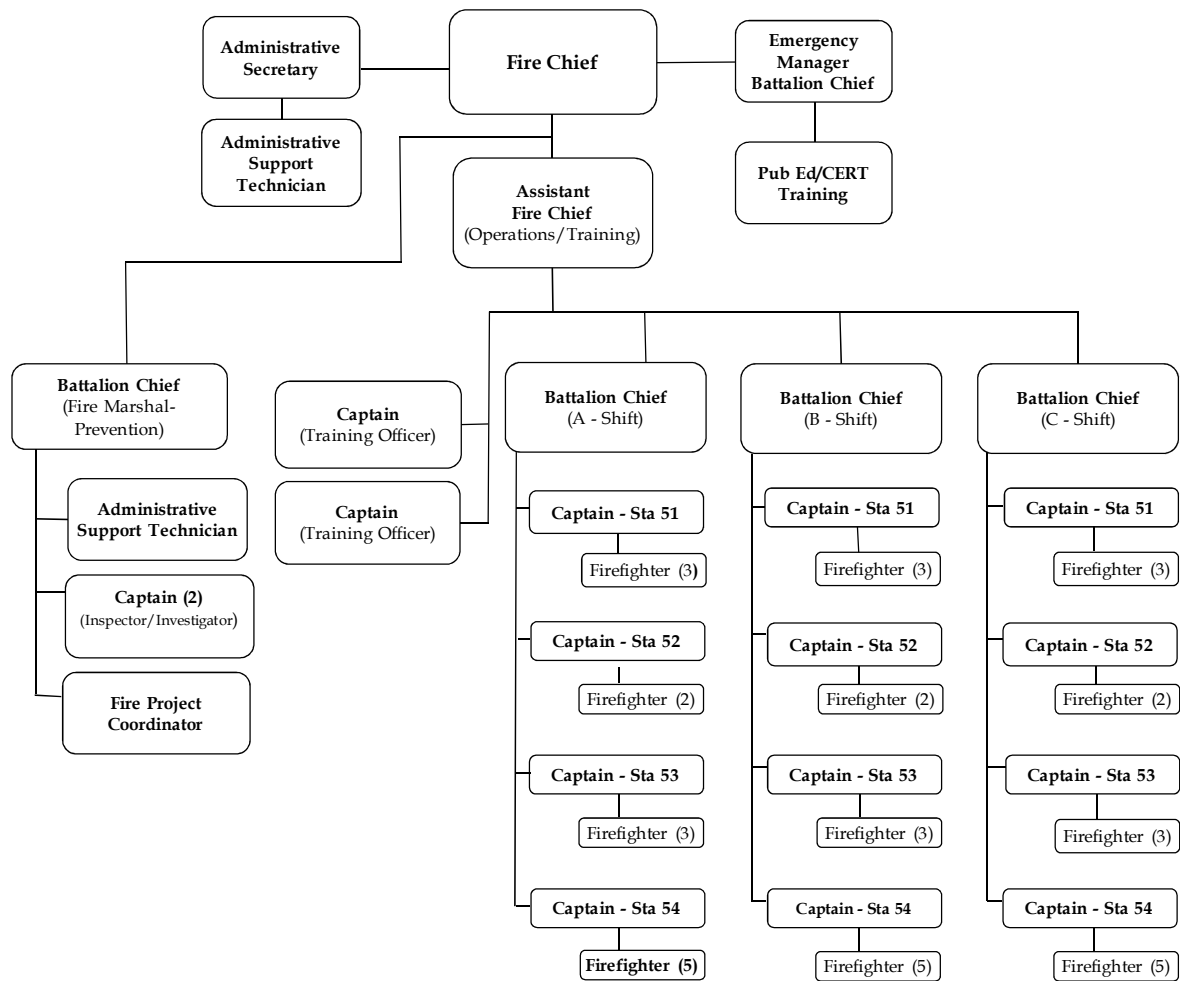
Account Number	Purpose	2013	2014
000.10.521.700.42.00	Communication expenses for pager and cellular phone services	\$ 600	\$ 600
000.10.521.700.45.94	Equipment rental and replacement	15,664	15,664
000.10.521.700.45.95	Equipment O & M	8,238	8,238
000.10.521.700.48.00	Radar repair & certification, and quartermaster replacement	4,800	4,800
000.10.521.700.49.00	Miscellaneous supplies for traffic unit	500	500
	Total Professional Services	\$ 29,802	\$ 29,802

## Performance Measures

### *Police - Traffic*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 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
<b>Targeted Enforcement Events (per event)</b>					
Traffic Collisions-Injury	200	176	204	193	193
Traffic Collisions-Non Injury	407	391	456	418	418

## Fire



2013-14 Biennial Budget  
Fire Department  
Admin, Suppression, Prevention & Investigation, Training

Program	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Budget	2012-13 % Chg	2013-14 % Chg
Administration	\$ 588,967	\$ 648,866	\$ 651,147	\$ 823,020	\$ 730,327	26.40%	-11.26%
Suppression	7,722,136	7,482,958	8,048,480	7,614,793	7,919,250	-5.39%	4.00%
Prevention & Investigation	830,179	706,251	709,599	697,643	715,040	-1.68%	2.49%
Training	310,504	291,442	355,421	384,480	391,110	8.18%	1.72%
Facilities	98,341	101,723	101,500	110,860	110,860	9.22%	0.00%
Special Operations	44,683	67,850	73,575	84,179	84,179	14.41%	0.00%
Emergency Preparedness	1,333,645	195,575	278,119	351,816	332,591	26.50%	-5.46%
Ambulance/Rescue/Aid	318,952	319,513	325,120	181,188	188,895	-44.27%	4.25%
Total	\$ 11,247,407	\$ 9,814,177	\$ 10,542,961	\$ 10,247,978	\$ 10,472,251	-2.80%	2.19%

## Expenditure &amp; Revenue Summary - Department Wide

*Fire Department*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 6,585,583	\$ 6,677,272	\$ 6,954,335	\$ 6,988,147	\$ 7,143,575	0.49%	2.22%
20 Personnel Benefits	2,217,955	1,906,436	2,158,593	1,664,961	1,693,595	-22.87%	1.72%
30 Supplies	358,928	219,904	215,580	262,122	251,545	21.59%	-4.04%
40 Prof Services	1,704,682	726,645	917,033	988,394	1,140,476	7.78%	15.39%
50 Intergovt. Services & Taxes	282,879	283,920	285,420	129,354	137,061	-54.68%	5.96%
60 Capital Outlays	-	-	12,000	109,000	-	808.33%	-100.00%
00 Other	97,380	-	-	106,000	106,000	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>11,247,407</b>	<b>9,814,177</b>	<b>10,542,961</b>	<b>10,247,978</b>	<b>10,472,251</b>	<b>-2.80%</b>	<b>2.19%</b>

REVENUE							
General Fund	10,602,075	9,202,199	10,160,917	9,478,703	9,731,186	-6.71%	2.66%
Special Fire Permits	69,500	73,800	82,000	80,000	80,000	-2.44%	0.00%
Fire Reinspection Fee	184,211	141,014	192,769	202,000	202,000	4.79%	0.00%
BLS Emergency Services	375,143	378,956	-	380,000	380,000	0.00%	0.00%
Homeland Sec-SCR Training	4,607	7,556	7,331	7,331	7,331	0.00%	0.00%
Homeland Sec-Sound Shake	614	-	978	978	978	0.00%	0.00%
KC Local Haz Waste Grant	9,071	8,915	14,436	14,436	14,436	0.00%	0.00%
EMS Participation Grant	2,186	1,738	2,320	2,320	2,320	0.00%	0.00%
Homeland Sec - EMPG Grant	-	-	82,210	82,210	54,000	0.00%	-34.31%
<b>REVENUE TOTAL</b>	<b>\$ 11,247,407</b>	<b>\$ 9,814,177</b>	<b>\$ 10,542,961</b>	<b>\$ 10,247,978</b>	<b>\$ 10,472,251</b>	<b>-2.80%</b>	<b>2.19%</b>

## Budget Changes - Department Wide

*Fire Department*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 6,954,335	\$ (72,494)	\$ 59,306	\$ -	\$ 47,000	\$ -	\$ 6,988,147	\$ 139,427	\$ 52,000	\$ -	\$ (36,000)	\$ -	\$ 7,143,575
20-Benefits	2,158,593	(493,992)	360	-	-	-	1,664,961	28,634	-	-	-	-	1,693,595
30-Supplies	215,580	-	46,542	-	-	-	262,122	-	(10,577)	-	-	-	251,545
40-Prof. Serv.	917,033	23,360	(79,503)	102,504	25,000	-	988,394	1,121	(2,795)	153,756	-	-	1,140,476
50-Intergov	285,420	(156,066)	-	-	-	-	129,354	7,707	-	-	-	-	137,061
60-Capital	12,000	(12,000)	-	100,000	9,000	-	109,000	(100,000)	-	-	(9,000)	-	-
Other	-	-	-	-	-	106,000	106,000	-	-	-	-	-	106,000
Total	\$ 10,542,961	\$ (711,192)	\$ 26,705	\$ 202,504	\$ 81,000	\$ 106,000	\$ 10,247,978	\$ 76,889	\$ 38,628	\$ 153,756	\$ (45,000)	\$ -	\$ 10,472,251

## Salaries &amp; Benefits - Department Wide

*Fire Department*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Fire Chief	1	1	\$ 158,401	\$ 23,751	1	\$ 162,881	\$ 24,205
Assistant Fire Chief	1	1	137,972	30,306	1	141,836	30,785
Administrative Secretary	1	1	68,452	24,295	1	72,790	25,831
Admin Support Technician	0.75	1	54,736	22,086	1	56,976	23,081
Fire Battalion Chief	5	5	596,275	126,776	5	613,745	128,553
Fire Captain	15	16	1,681,488	387,671	16	1,731,325	392,800
Firefighter	39	39	3,406,946	949,280	39	3,500,117	963,219
Fire Project Coordinator	1	1	89,136	32,604	1	91,752	34,195
Admin Support Technician	1	1	56,544	15,811	1	58,176	16,724
Emergency Management Coordinator	1	-	-	-	-	-	-
CERT Trainer	0.5	1	72,888	30,881	1	78,832	32,701
Holiday Pay			194,452	-		200,286	-
Retiree Medical			-	20,000		-	20,000
Overtime			470,858	-		434,858	-
Clothing Allowance			-	1,500		-	1,500
Department Total	66.25	67	\$ 6,988,147	\$ 1,664,961	67	\$ 7,143,575	\$ 1,693,595



## 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.

### 2011-2012 Accomplishments

- ◆ Coordinated Emergency Management activities.
- ◆ Reviewed and updated department policies and procedures.
- ◆ Coordinated National Incident Management System training for City personnel.
- ◆ Applied for applicable grant funding.

### 2013-2014 Program Goals

- ◆ Work closely with all departments to achieve the city's mission statement.
- ◆ Work closely with all departments on projects that impact the city's ability to deliver service in a more efficient manner.
- ◆ Work closely with city departments on city related activities designed for the Tukwila Community.
- ◆ Work closely with other Zone 3 departments to see if there are more opportunities for efficiencies of service.
- ◆ Continue to work with other Zone 3 departments to develop policies and procedures applicable to the entire zone for the purpose of safety and survival.
- ◆ Work closely with the city administrator regarding completion of work related goals and projects.

## Expenditure &amp; Revenue Summary

*Fire - Administration*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 351,053	\$ 387,536	\$ 381,638	\$ 420,061	\$ 434,984	10.07%	3.55%
20 Personnel Benefits	84,825	98,166	84,863	100,438	103,902	18.35%	3.45%
30 Supplies	6,289	8,964	8,877	8,877	8,877	0.00%	0.00%
40 Prof Services	146,800	154,200	163,769	184,644	182,565	12.75%	-1.13%
60 Capital Outlays	-	-	12,000	109,000	-	808.33%	-100.00%
<b>EXPENDITURE TOTAL</b>	<b>588,967</b>	<b>648,866</b>	<b>651,147</b>	<b>823,020</b>	<b>730,327</b>	<b>26.40%</b>	<b>-11.26%</b>

<b>REVENUE</b>							
General Fund	588,967	648,866	651,147	823,020	730,327	26.40%	-11.26%
<b>REVENUE TOTAL</b>	<b>\$ 588,967</b>	<b>\$ 648,866</b>	<b>\$ 651,147</b>	<b>\$ 823,020</b>	<b>\$ 730,327</b>	<b>26.40%</b>	<b>-11.26%</b>

## Budget Changes

Budget changes for the Fire Administration division include step increases and COLA increases for salaries, health care cost changes, and funding for replacement of mobile data computers in fire apparatus. Communication funding for the department is budgeted in Administration.

*Fire - Administration*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 381,638	\$ 37,923	\$ 500	\$ -	\$ -	\$ -	\$ 420,061	\$ 14,923	\$ -	\$ -	\$ -	\$ -	\$ 434,984
20-Benefits	84,863	15,575	-	-	-	-	100,438	3,464	-	-	-	-	103,902
30-Supplies	8,877	-	-	-	-	-	8,877	-	-	-	-	-	8,877
40-Prof Serv	163,769	4,000	16,875	-	-	-	184,644	1,121	(3,200)	-	-	-	182,565
50-Intergov	-	-	-	-	-	-	-	-	-	-	-	-	-
60-Capital	12,000	(12,000)	-	100,000	9,000	-	109,000	(100,000)	-	-	(9,000)	-	-
Total	\$ 651,147	\$ 45,498	\$ 17,375	\$ 100,000	\$ 9,000	\$ -	\$ 823,020	\$ (80,493)	\$ (3,200)	\$ -	\$ (9,000)	\$ -	\$ 730,327

## Salaries and Benefits

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

### *Fire - Administration*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Fire Chief	1	1	\$ 158,401	\$ 23,751	1	\$ 162,881	\$ 24,205
Assistant Fire Chief	1	1	137,972	30,306	1	141,836	30,785
Administrative Secretary	1	1	68,452	24,295	1	72,790	25,831
Admin Support Technician	0.75	1	54,736	22,086	1	56,976	23,081
Overtime			500	-		500	-
Total	3.75	4	\$ 420,061	\$ 100,438	4	\$ 434,984	\$ 103,902

## Professional Services

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

### *Fire - Administration*

Account Number	Purpose	2013	2014
000.11.522.100.42.00	Telephones, cell phones, fax, postage, reproduction for misc. brochures	\$23,170	\$23,170
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	7,000	3,800
000.11.522.100.45.94	Equipment Replacement Fund	12,661	12,661
000.11.522.100.45.95	Equipment Rental O & M	17,680	17,680
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	19,000	20,121
000.11.522.100.48.02	Copier repair and maintenance	300	300
000.11.522.100.49.00	Magazine subscriptions for Fire Chief, Fire Engineering, Fire House, etc.; professional memberships: NFPA, IAFC, KCFC, WSAFC; tuition and registrations	10,083	10,083
000.11.522.100.49.00	Fire TMS Program	2,500	2,500
	Total Professional Services	\$ 184,644	\$182,565

## Capital Assets

### *Fire - Administration*

Account Number	Purpose	2013	2014
000.11.594.260.64.00	Mobile Data Computer Replacements	\$ 100,000	-
000.11.594.600.64.00	Marine Fire Fighting Equipment	9,000	-
	Total Capital Assets	\$ 109,000	-

## 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.

### 2011-2012 Accomplishments

- ◆ Tested all fire hoses, apparatus, pumps, and ladders to meet manufacturer's specifications.
- ◆ Participated in public relations and education events.

### 2013-2014 Program Goals

- ◆ Complete all assigned company level inspections.
- ◆ Continue to consolidate department inventory into new programming.
- ◆ Complete assigned annual equipment testing and certifications as required by NFPA.
- ◆ Complete assigned annual training and certification of personnel as required by NFPA and WAC.
- ◆ Continue emphasis on internal and external customer service.
- ◆ Continue cooperative and collaborative efforts with city departments and external partnerships.
- ◆ Continue Blue Card Incident Command Training to include ongoing re-certifications for members having completed the initial course, and to include the initial enrollment of all acting captains.
- ◆ Continue emphasis on firefighter safety through the use of policy, procedure, committee, feedback, and training.

## Expenditure &amp; Revenue Summary

*Fire - Suppression*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 5,327,180	\$ 5,426,006	\$ 5,677,680	\$ 5,615,672	\$ 5,726,646	-1.09%	1.98%
20 Personnel Benefits	1,905,590	1,616,678	1,844,154	1,336,460	1,355,782	-27.53%	1.45%
30 Supplies	80,471	106,641	84,000	116,100	116,100	38.21%	0.00%
40 Prof Services	311,515	333,633	442,646	440,561	614,722	-0.47%	39.53%
00 Other	97,380	-	-	106,000	106,000	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>7,722,136</b>	<b>7,482,958</b>	<b>8,048,480</b>	<b>7,614,793</b>	<b>7,919,250</b>	<b>-5.39%</b>	<b>4.00%</b>

REVENUE							
General Fund	7,346,993	7,104,002	8,048,480	7,234,793	7,539,250	-10.11%	4.21%
BLS Emergency Services	375,143	378,956	-	380,000	380,000	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 7,722,136</b>	<b>\$ 7,482,958</b>	<b>\$ 8,048,480</b>	<b>\$ 7,614,793</b>	<b>\$ 7,919,250</b>	<b>-5.39%</b>	<b>4.00%</b>

## Budget Changes

Budget changes for the Suppression division include step increases and COLA increases for salaries, health care cost changes, additional funding for bunker equipment and air pack replacements as well as an increase of overtime for 2013 to improve department response and for Starfire events. Additional overtime expense is backed by revenue and will be reimbursed by a third party using this service. The budget for hydrant rental was moved from Dept. 20 to Suppression. There is a reduction in professional services budget due to a net decrease of lower equipment replacement maintenance needs.

*Fire - Suppression*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 5,677,680	\$ (100,508)	\$ (8,500)	\$ -	\$ 47,000	\$ -	\$5,615,672	\$ 146,974	\$ -	\$ -	\$ (36,000)	\$ -	\$5,726,646
20-Benefits	1,844,154	(507,694)	-	-	-	-	1,336,460	19,322	-	-	-	-	1,355,782
30-Supplies	84,000	-	32,100	-	-	-	116,100	-	-	-	-	-	116,100
40-Prof Serv	442,646	-	(104,589)	102,504	-	-	440,561	-	20,405	153,756	-	-	614,722
Other	-	-	-	-	-	106,000	106,000	-	-	-	-	-	106,000
<b>Total</b>	<b>\$ 8,048,480</b>	<b>\$ (608,202)</b>	<b>\$ (80,989)</b>	<b>\$ 102,504</b>	<b>\$ 47,000</b>	<b>\$ 106,000</b>	<b>\$7,614,793</b>	<b>\$ 166,296</b>	<b>\$ 20,405</b>	<b>\$ 153,756</b>	<b>\$ (36,000)</b>	<b>\$ -</b>	<b>\$7,919,250</b>

## Salaries and Benefits

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

### *Fire - Suppression*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Fire Battalion Chief	3	3	\$ 353,374	\$ 72,095	3	\$ 363,721	\$ 73,241
Fire Captain	12	12	1,250,542	\$ 295,086	12	1,288,164	\$ 299,322
Firefighter	39	39	3,406,946	949,280	39	3,500,117	963,219
Overtime			410,358	-		374,358	-
Holiday Pay			194,452	-		200,286	-
Retiree Medical			-	20,000		-	20,000
<b>Total</b>	<b>54</b>	<b>54</b>	<b>\$ 5,615,672</b>	<b>\$ 1,336,460</b>	<b>54</b>	<b>\$ 5,726,646</b>	<b>\$ 1,355,782</b>

## Professional Services

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

### *Fire - Suppression*

Account Number	Purpose	2013	2014
000.11.522.200.41.00	Air samples and miscellaneous professional services	\$ 4,000	\$ 4,000
000.11.522.200.41.02	Hazmat physicals, hearing tests, TB & Hep B testing	8,000	8,000
000.11.522.200.41.04	New employee costs: medical physicals, psychological testing, recruit academy tuition	2,500	2,500
000.11.522.200.45.94	Equipment Rental Fund	13,527	13,527
000.11.522.200.45.95	Equipment O & M	260,239	280,644
000.11.522.200.48.01	Repairs & maint. for bunker gear, exercise equipment, and portable radios	20,000	20,000
000.11.522.200.48.02	Repair & maintenance of chain saws, circular saws, vehicle MDCs, extrication systems, and Valley Com MDC fees	109,504	263,260
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	20,791	20,791
	<b>Total Professional Services</b>	<b>\$ 440,561</b>	<b>\$ 614,722</b>

## Performance Measures

### *Fire - Suppression*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
<b>Emergency Incident Response</b>					
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.

### 2011-2012 Accomplishments

- ◆ Maintained timely plan review and inspections for our customers.
- ◆ Reviewed inspection program for accuracy and efficiency of resources.
- ◆ Provided public education.
- ◆ Restarted program to convert fire protection plans to compact disc storage media.

### 2013-2014 Program Goals

- ◆ Provide updated 2012 fire code training for suppression crews. The new 2012 fire code will take effect in July of 2013, so we will work with the training division to provide updated training for the fire suppression crews.
- ◆ Continue to work with the Tukwila Police Chief or King County Sheriff's Office to obtain Fire Marshal commissions for Tukwila fire investigators. This is a key component to participating in the regional fire investigation group.
- ◆ Pursue the creation of a full-time fire investigator's position within the fire investigation task force with the Kent Regional Fire Authority and Valley Regional Fire Authority.
- ◆ Resume project to convert fire protection plans to compact disc storage media if the budget allows.
- ◆ Continue to maintain timely plan review and inspections for our customers. Currently, we are scheduling inspections at least 7 to 10 days out from the date of request.
- ◆ Improve communications with the Department of Community Development.
- ◆ Work with the Building Division on dealing with the large number of abandoned buildings within Tukwila.

## Expenditure & Revenue Summary

### Fire Prevention & Investigation

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 621,825	\$ 537,072	\$ 516,703	\$ 514,612	\$ 528,828	-0.40%	2.76%
20 Personnel Benefits	159,784	120,303	124,539	117,638	120,819	-5.54%	2.70%
30 Supplies	12,740	11,264	14,565	11,000	11,000	-24.48%	0.00%
40 Prof Services	35,830	37,611	53,792	54,393	54,393	1.12%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>830,179</b>	<b>706,251</b>	<b>709,599</b>	<b>697,643</b>	<b>715,040</b>	<b>-1.68%</b>	<b>2.49%</b>

<b>REVENUE</b>							
General Fund	576,467	491,437	434,830	415,643	433,040	-4.41%	4.19%
Special Fire Permits	69,500	73,800	82,000	80,000	80,000	-2.44%	0.00%
Fire Reinspection Fee	184,211	141,014	192,769	202,000	202,000	4.79%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 830,179</b>	<b>\$ 706,251</b>	<b>\$ 709,599</b>	<b>\$ 697,643</b>	<b>\$ 715,040</b>	<b>-1.68%</b>	<b>2.49%</b>

## Budget Changes

Budget changes for the Fire Prevention include step increases and COLA increases for salaries, health care cost changes, and a net increase in equipment rental expenditures.

### Fire Prevention & Investigation

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 516,703	\$ 3,194	\$ (5,285)	\$ -	\$ -	\$ -	\$ 514,612	\$ 14,216	\$ -	\$ -	\$ -	\$ -	\$ 528,828
20-Benefits	124,539	(7,261)	360	-	-	-	117,638	3,181	-	-	-	-	120,819
30-Supplies	14,565	-	(3,565)	-	-	-	11,000	-	-	-	-	-	11,000
40-Prof Serv	53,792	-	601	-	-	-	54,393	-	-	-	-	-	54,393
Total	\$ 709,599	\$ (4,067)	\$ (7,889)	\$ -	\$ -	\$ -	\$ 697,643	\$ 17,397	\$ -	\$ -	\$ -	\$ -	\$ 715,040



## Salaries and Benefits

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

### *Fire Prevention & Investigation*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Fire Battalion Chief	1	1	\$ 120,040	\$ 28,120	1	\$ 123,849	\$ 28,478
Fire Captain	2	2	218,892	\$ 39,603	2	225,051	\$ 39,922
Fire Project Coordinator	1	1	89,136	32,604	1	91,752	34,195
Admin Support Technician	1	1	56,544	15,811	1	58,176	16,724
Overtime			30,000	-		30,000	-
Clothing Allowance			-	1,500		-	1,500
<b>Total</b>	<b>5</b>	<b>5</b>	<b>\$ 514,612</b>	<b>\$ 117,638</b>	<b>5</b>	<b>\$ 528,828</b>	<b>\$ 120,819</b>

## Professional Services

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

### *Fire Prevention & Investigation*

Account Number	Purpose	2013	2014
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	1,500	1,500
000.11.522.300.45.94	Equipment Rental Replacement Fund	22,645	22,645
000.11.522.300.45.95	Equipment O & M	18,248	18,248
000.11.522.300.49.00	Registrations for classes, subscriptions, memberships	6,000	6,000
000.11.522.300.49.08	PPI credit card fees	1,000	1,000
	<b>Total Professional Services</b>	<b>\$ 54,393</b>	<b>\$ 54,393</b>

## Performance Measures

### *Fire Prevention & Investigation*

	2010	2011	2012	2013	2014
	Actual	Actual	Estimated	Projection	Projection
<b>Fees Collected</b>					
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.

### 2011-2012 Accomplishments

- ◆ Revised and added additional sections to our new TFD Training manual.
- ◆ Continued regular visits to shift drills by a Training Division Officer.
- ◆ Actively participated in Zone 3 and King County Training Officer duties.
- ◆ Updated Training files per L&I and WAC requirements.
- ◆ Secured an intern to develop a Training Objectives/Lesson manual.
- ◆ Completed EVIP certifications.

### 2013 Program Goals

- ◆ Continue quarterly company level training requirements.
- ◆ Continue Technical Rescue training for Rope Rescue, Confined Space Rescue, Swiftwater Rescue, Trench Rescue, and Structural Collapse.
- ◆ Participate with the Consortium on CBT (EMT) rodeos for 2013 and 2014.
- ◆ Create a training plan and begin the implementation of Flammable Liquids training for all Training Consortium Departments, in order to meet WAC requirements (At WA State Fire Academy).
- ◆ Implement Confined Space training for awareness and operations personnel.

### 2014 Program Goals

- ◆ Initiate training for all Tukwila Firefighters on shipboard firefighting.
- ◆ Continue to improve training programs through the Training Consortium to ensure compliance with WA State standards and regulations.
- ◆ Continue quarterly company level training requirements.
- ◆ Comply with NFPA for Technical Rescue and Hazmat Technician disciplines.

## Expenditure &amp; Revenue Summary

*Fire Training*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 230,726	\$ 198,112	\$ 245,649	\$ 232,054	\$ 238,110	-5.53%	2.61%
20 Personnel Benefits	50,802	44,491	45,053	52,982	53,556	17.60%	1.08%
30 Supplies	3,234	5,345	8,138	5,500	5,500	-32.42%	0.00%
40 Prof Services	25,741	43,495	56,581	93,944	93,944	66.03%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>310,504</b>	<b>291,442</b>	<b>355,421</b>	<b>384,480</b>	<b>391,110</b>	<b>8.18%</b>	<b>1.72%</b>

REVENUE							
General Fund	305,284	283,886	347,112	376,171	382,801	8.37%	1.76%
Homeland Sec-SCR Training	4,607	7,556	7,331	7,331	7,331	0.00%	0.00%
Homeland Sec-Sound Shake	614	-	978	978	978	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 310,504</b>	<b>\$ 291,442</b>	<b>\$ 355,421</b>	<b>\$ 384,480</b>	<b>\$ 391,110</b>	<b>8.18%</b>	<b>1.72%</b>

## Budget Changes

Budget changes for the Training division include step increases and COLA increases for salaries, health care cost changes, increase in overtime budget and additional funding for staff training as part of the compensation package and to acquire basic marine firefighting training, and a net increase in equipment rental expenditures. Revenue from the annexation will offset marine firefighting training costs.

*Fire Training*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 245,649	\$ (24,186)	\$ 10,591	\$ -	\$ -	\$ -	\$ 232,054	\$ 6,056	\$ -	\$ -	\$ -	\$ -	\$ 238,110
20-Benefits	45,053	7,929	-	-	-	-	52,982	574	-	-	-	-	53,556
30-Supplies	8,138	-	(2,638)	-	-	-	5,500	-	-	-	-	-	5,500
40-Prof Serv	56,581	6,000	6,363	-	25,000	-	93,944	-	-	-	-	-	93,944
<b>Total</b>	<b>\$ 355,421</b>	<b>\$ (10,257)</b>	<b>\$ 14,316</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 384,480</b>	<b>\$ 6,629</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 391,110</b>

## Salaries and Benefits

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

### *Fire Training*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Fire Battalion Chief	1	-	\$ -	\$ -	-	\$ -	\$ -
Captain	1	2	212,054	52,982	2	218,110	53,556
Overtime			20,000	-		20,000	-
Total	2	2	\$ 232,054	\$ 52,982	2	\$ 238,110	\$ 53,556

## Professional Services

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

### *Fire Training*

Account Number	Purpose	2013	2014
000.11.522.400.41.00	CBT instructor fees	\$ 4,500	\$ 4,500
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	14,722	14,722
000.11.522.400.45.95	Equipment O & M	7,722	7,722
000.11.522.400.49.00	Tuition, registrations, memberships, ham radio testing	47,000	47,000
000.11.522.400.49.04	Training	18,000	18,000
	Total Professional Services	\$ 93,944	\$ 93,944

### **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.

#### **2011-2012 Accomplishments**

- ◆ Worked with staff to have facilities maintenance performed.

#### **2013-2014 Program Goals**

- ◆ Work with staff to have facilities maintenance performed.

## Expenditure & Revenue Summary

### Fire - Facilities

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 18,673	\$ 27,459	\$ 20,000	\$ 28,500	\$ 28,500	42.50%	0.00%
40 Prof Services	79,668	74,264	81,500	82,360	82,360	1.06%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>98,341</b>	<b>101,723</b>	<b>101,500</b>	<b>110,860</b>	<b>110,860</b>	<b>9.22%</b>	<b>0.00%</b>

<b>REVENUE</b>							
General Fund	98,341	101,723	101,500	110,860	110,860	9.22%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 98,341</b>	<b>\$ 101,723</b>	<b>\$ 101,500</b>	<b>\$ 110,860</b>	<b>\$ 110,860</b>	<b>9.22%</b>	<b>0.00%</b>

## Budget Changes

Budget changes for the Facilities division for the Fire department provide for utility rate increases and decrease in communication costs. Other changes include additional appropriation needed for supplies.

### Fire - Facilities

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
30-Supplies	\$ 20,000	\$ -	\$ 8,500	\$ -	\$ -	\$ -	\$ 28,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,500
40-Prof Serv	81,500	13,360	(12,500)	-	-	-	82,360	-	-	-	-	-	82,360
Total	\$ 101,500	\$ 13,360	\$ (4,000)	\$ -	\$ -	\$ -	\$ 110,860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,860

## Professional Services

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

### Fire - Facilities

Account Number	Purpose	2013	2014
000.11.522.500.42.01	Station 51 telephone and alarm service	\$ 2,000	\$ 2,000
000.11.522.500.42.02	Station 52 telephone and alarm service	1,000	1,000
000.11.522.500.42.03	Station 53 telephone and alarm service	1,000	1,000
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	22,200	22,200
000.11.522.500.47.02	Station 52 electricity	6,000	6,000
000.11.522.500.47.03	Station 51 water, sewer, and surface water utility charges	7,300	7,300
000.11.522.500.47.04	Station 52 water, sewer, and surface water utility charges	3,550	3,550
000.11.522.500.47.07	Station 51 natural gas utility charges	7,100	7,100
000.11.522.500.47.08	Station 52 natural gas utility charges	3,000	3,000
000.11.522.500.47.09	Station 53 electricity	4,100	4,100
000.11.522.500.47.11	Station 53 natural gas utility charges	4,560	4,560
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	4,000	4,000
000.11.522.500.47.15	Station 54 natural gas	4,500	4,500
000.11.522.500.47.16	Station 53 water, sewer, and surface water utility charges	4,050	4,050
	Total Professional Services	\$ 82,360	\$ 82,360

## 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.

### 2011–2012 Accomplishments

- ◆ Developed plan to track required training and certifications for HazMat technicians.
- ◆ Provided boat crew member training to all department suppression members.
- ◆ Provided ongoing boat operating training for department boat operators.
- ◆ Maintained certifications and training of current team member to meet NFPA 1670 and 1006 Rescue Technician standards.
- ◆ Provided operation and technician level training to meet NFPA 472 standard.
- ◆ Participated in large scale zone and regional exercises if they are available.
- ◆ Hosted annual Zone 3 trench rescue technician's level drill.
- ◆ Provided continuing operations level education and training to all suppression members in the field of technical rescue.

### 2013–2014 Program Goals

- ◆ Complete assigned annual equipment testing and certifications as required by NFPA.
- ◆ Complete assigned annual training and certification of personnel as required by NFPA and WAC.
- ◆ Continue participation in Zone 3, King County, and other regional training and cooperative response efforts.

## Expenditure & Revenue Summary

### *Fire – Special Operations*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 12,976	\$ 15,212	\$ 19,000	\$ 15,000	\$ 15,000	-21.05%	0.00%
40 Prof Services	31,707	52,637	54,575	69,179	69,179	26.76%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>44,683</b>	<b>67,850</b>	<b>73,575</b>	<b>84,179</b>	<b>84,179</b>	<b>14.41%</b>	<b>0.00%</b>

REVENUE							
General Fund	35,612	58,935	59,139	69,743	69,743	17.93%	0.00%
KC Local Haz Waste Grant	9,071	8,915	14,436	14,436	14,436	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 44,683</b>	<b>\$ 67,850</b>	<b>\$ 73,575</b>	<b>\$ 84,179</b>	<b>\$ 84,179</b>	<b>14.41%</b>	<b>0.00%</b>

## Budget Changes

Budget changes for Special Operations include a budget reduction in supplies and increase in equipment rental replacement and maintenance expenditures.

### *Fire – Special Operation*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
30-Supplies	19,000	-	(4,000)	-	-	-	15,000	-	-	-	-	-	15,000
40-Prof Serv	54,575	-	14,604	-	-	-	69,179	-	-	-	-	-	69,179
Total	\$ 73,575	\$ -	\$ 10,604	\$ -	\$ -	\$ -	\$ 84,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,179

## Professional Services

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

### *Fire – Special Operations*

Account Number	Purpose	2013	2014
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	24,552	24,552
000.11.522.601.45.95	Equipment O & M	15,377	15,377
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	500	500
	Total Hazardous Materials Unit Professional Services	\$ 63,179	\$ 63,179

Account Number	Purpose	2013	2014
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	\$ 69,179	\$ 69,179
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## 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.

### 2011-2012 Accomplishments

- ◆ Began the collection and review of all Emergency Management Plans in the City to begin a detailed analysis of “All Hazards” readiness.
- ◆ Conducted one full scale exercise with City Incident Management Team.
- ◆ Started the re-write/update of all City emergency management plans.
- ◆ Initiated steps to ensure the City is NIMS compliant
- ◆ Assessed training levels of City incident management team members to determine additional training required

### 2013 Program Goals

- ◆ Continue to build relationships with our citizens and business community through the use of Emergency Management programs.
- ◆ Reach out to our Community and Business partners by offering CERT and other EM programs.
- ◆ Provide training opportunities for our Incident Management Team (IMT).
- ◆ Provide at least two CERT classes.
- ◆ Assure the city is NIMS compliant.
- ◆ Conduct one full scale exercise with our city Incident Management Team.
- ◆ Apply for EMPG funds.

### 2014 Program Goals

- ◆ Complete the analysis of our All Hazards readiness status.
- ◆ Complete training of all members of the city Incident Management Team
- ◆ Apply for the Emergency Management Performance Grant
- ◆ Complete the re-write/update of all city emergency management “plans”.
- ◆ Assure the city is NIMS compliant.
- ◆ Provide two CERT classes.
- ◆ Apply for EMPG funds.

**Expenditure & Revenue Summary***Fire – Emergency Management*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 54,799	\$ 128,546	\$ 132,665	\$ 205,749	\$ 215,007	55.09%	4.50%
20 Personnel Benefits	16,954	26,797	59,984	57,443	59,536	-4.24%	3.64%
30 Supplies	195,919	15,505	29,300	50,645	40,068	72.85%	-20.88%
40 Prof Services	1,065,974	24,726	56,170	37,979	17,979	-32.39%	-52.66%
<b>EXPENDITURE TOTAL</b>	<b>1,333,645</b>	<b>195,575</b>	<b>278,119</b>	<b>351,816</b>	<b>332,591</b>	<b>26.50%</b>	<b>-5.46%</b>

REVENUE							
General Fund	1,333,645	195,575	195,909	269,606	278,591	37.62%	3.33%
Homeland Sec - EMPG Grant	-	-	82,210	82,210	54,000	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,333,645</b>	<b>\$ 195,575</b>	<b>\$ 278,119</b>	<b>\$ 351,816</b>	<b>\$ 332,591</b>	<b>26.50%</b>	<b>-5.46%</b>

**Budget Changes**

Budget changes for the Emergency Management division include step increases and COLA increases for salaries, health care cost changes, overtime funding, and an increase in equipment rental replacement and maintenance expenditures. The City was awarded a grant in the amount of \$54,000 from Homeland Security, which offsets some of the increases in salaries and supplies.

*Fire – Emergency Management*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 132,665	\$ 11,084	\$ 62,000	\$ -	\$ -	\$ -	\$ 205,749	\$ (42,742)	\$ 52,000	\$ -	\$ -	\$ -	\$ 215,007
20-Benefits	59,984	(2,541)	-	-	-	-	57,443	2,094	-	-	-	-	59,536
30-Supplies	29,300	-	21,345	-	-	-	50,645	-	(10,577)	-	-	-	40,068
40-Prof Serv	56,170	-	(18,191)	-	-	-	37,979	-	(20,000)	-	-	-	17,979
Total	\$ 278,119	\$ 8,543	\$ 65,154	\$ -	\$ -	\$ -	\$ 351,816	\$ (40,648)	\$ 21,423	\$ -	\$ -	\$ -	\$ 332,591

## Salaries and Benefits

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

### *Fire – Emergency Management*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Fire Battalion Chief	1	1	122,861	\$ 26,561	1	126,175	\$ 26,835
CERT Trainer	0.5	1	72,888	30,881	1	78,832	32,701
Overtime			10,000	-		10,000	-
Total	1.5	2	\$ 205,749	\$ 57,443	2	\$ 215,007	\$ 59,536

## Professional Contract

### *Fire – Emergency Management*

Account Number	Purpose	2013	2014
000.11.525.600.41.00	Professional Services	\$ 10,000	\$ -
000.11.525.600.43.00	Travel	10,000	-
000.11.526.600.45.94	Equipment rental and replacement	6,112	6,112
000.11.526.600.45.95	Equipment O & M	6,867	6,867
000.11.526.600.49.00	EOC Drills and Training	5,000	5,000
	Total Professional Services	\$ 37,979	\$ 17,979

## 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.

### 2011-2012 Accomplishments

- ◆ Provided one department member to participate on Zone 3 EMS committee.
- ◆ Evaluated status of department Pandemic flu supplies.
- ◆ Provided CBT instructor training for all department instructors.
- ◆ Provided first Aid/CPR and public access defibrillation training to the public and City employees.
- ◆ Provided on-going advanced auto extrication training for department personnel.
- ◆ Maintained, test and calibrate aid equipment.
- ◆ Participated in new technology evaluations offered by King County Medical Program Director.

### 2013-2014 Program Goals

- ◆ In cooperation with King County Emergency Services Division and Zone 3 EMS purchasing committee participate in the emergency medical supplies contracting bid for King County for years 2013-2015.
- ◆ Provide one department member to the Zone 3 (Kent, Renton, Sea-Tac, Federal Way, North Highline and Auburn) EMS Supply Purchasing Committee to cooperatively work together to reduce time researching of equipment and supplies, Complying with new laws/ regulations, and cost of providing Emergency Medical Services to the public.
- ◆ Cooperatively work with the Tukwila Department of Emergency Management to provide first aid/CPR and public access defibrillation training to the public and the City of Tukwila employees
- ◆ Cooperatively work with the King County Medical Program Director to further the education and emergency medical services provided by the Tukwila Fire Department personnel to the public.
- ◆ Work cooperatively with all King County Fire Departments and King County EMS Divisions in the transition to electronic medical records. Including training and hardware development.

## Expenditure & Revenue Summary

### *Fire – Ambulance/Rescue/Emergency Aid*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 28,627	\$ 29,514	\$ 31,700	\$ 26,500	\$ 26,500	-16.40%	0.00%
40 Prof Services	7,446	6,079	8,000	25,334	25,334	216.68%	0.00%
50 Intergovt. Services & Taxes	282,879	283,920	285,420	129,354	137,061	-54.68%	5.96%
<b>EXPENDITURE TOTAL</b>	<b>318,952</b>	<b>319,513</b>	<b>325,120</b>	<b>181,188</b>	<b>188,895</b>	<b>-44.27%</b>	<b>4.25%</b>

REVENUE							
General Fund	316,766	317,775	322,800	178,868	186,575	-44.59%	4.31%
EMS Participation Grant	2,186	1,738	2,320	2,320	2,320	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 318,952</b>	<b>\$ 319,513</b>	<b>\$ 325,120</b>	<b>\$ 181,188</b>	<b>\$ 188,895</b>	<b>-44.27%</b>	<b>4.25%</b>

## Budget Changes

Budget changes for the Ambulance/Rescue/Aid division include a decrease in supplies, additional rental expenditures, and a reduction of dispatch services from Valley Comm.

### *Fire – Ambulance/Rescue/Emergency Aid*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
30-Supplies	\$ 31,700	\$ -	\$ (5,200)	\$ -	\$ -	\$ -	\$ 26,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,500
40-Prof Serv	8,000	-	17,334	-	-	-	25,334	-	-	-	-	-	25,334
50-Intergov	285,420	(156,066)	-	-	-	-	129,354	7,707	-	-	-	-	137,061
Total	\$ 325,120	\$ (156,066)	\$ 12,134	\$ -	\$ -	\$ -	\$ 181,188	\$ 7,707	\$ -	\$ -	\$ -	\$ -	\$ 188,895

## Professional Services

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

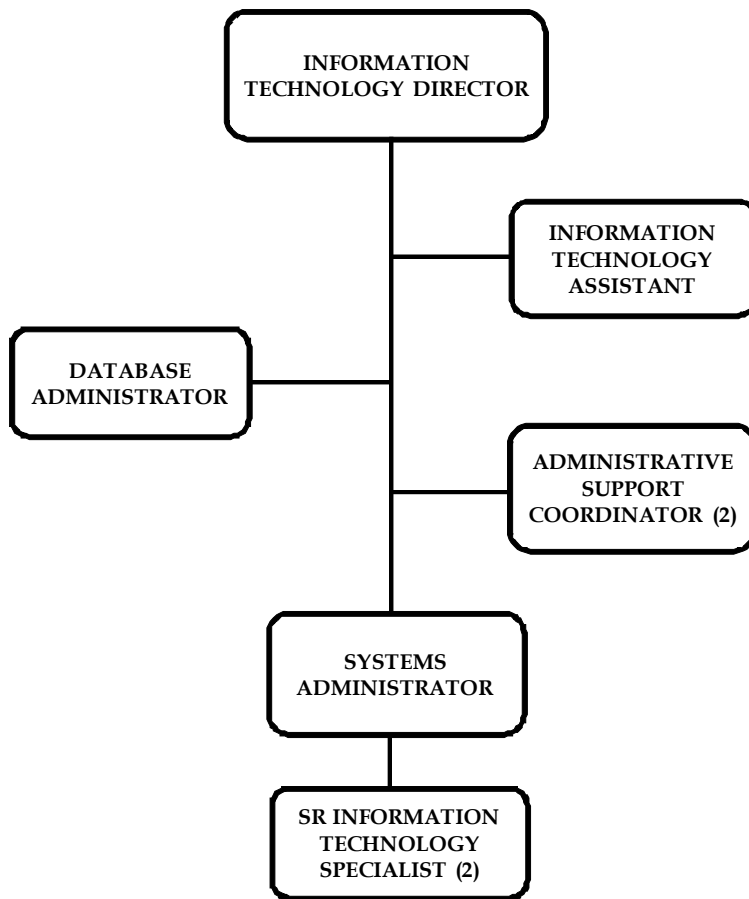
### *Fire – Ambulance/Rescue/Emergency Aid*

Account Number	Purpose	2013	2014
000.11.526.800.45.94	Equipment rental and replacement	\$ 17,834	\$ 17,834
000.11.526.800.45.95	Equipment O & M	6,500	6,500
000.11.526.800.48.00	Maint. for defibrillators, repair backboards, blood pressure cuff calibration	1,000	1,000
	<b>Total Professional Services</b>	<b>\$ 25,334</b>	<b>\$ 25,334</b>



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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

The Information Technology Department provides support for the City's information infrastructure to assist the City in delivering the highest quality services and information for internal and external customers in an efficient, effective and fiscally responsible manner. The IT Department oversees all technology systems for the City, including the City's network, system administration, computer hardware and software, and telecommunications - both internal VoIP phone system and mobile phones/devices. In addition, information is provided to the public through periodicals and other print materials, City website and email lists, cable TV21 and radio AM1640 in an effort to meet the City's need for reliable and timely information and support.

### 2011-2012 Accomplishments

- ◆ Fully implemented Microsoft Enterprise Agreement licensing and VoIP phone system features, including SharePoint and VoIP fax server.
- ◆ IT staff attended technical training in accordance with vouchers included in Microsoft Enterprise Licensing Agreement - 4 out of 7 vouchers redeemed for classroom training.
- ◆ Enhanced security of networked systems to ensure safety of electronic City resources in accordance with WCIA cyber liability guidelines.
- ◆ Worked with Valley Comm to coordinate Public Safety communication upgrades in preparation for new CAD system implementation.
- ◆ Developed lease agreement amendment for IT to provide technical support to Suburban Cities' offices in the 6300 Building.
- ◆ Supported and participated in researching options for videotaping and web streaming of Council meetings.
- ◆ Researched and implemented Mobility Device Management system to allow secure use of mobile devices for City business, including iPads for the Council.

### 2013-2014 Program Goals

- ◆ Efficiency: Evaluate City business processes for efficiency and potential reduction of paperwork, identifying logical, cost-effective, and beneficial technical solutions across departments to enhance the City's customer service provision to our citizens.
- ◆ Communications: Improve outreach efforts on all communication channels, to include implementation of Council's selected option for videotaping and streaming Council meetings.
- ◆ Public Safety: Work with PD & FD to fully implement scheduled ValleyComm CAD and communications upgrades for Public Safety.
- ◆ Training: Redeem remaining Microsoft training vouchers included in Microsoft's Enterprise Licensing Agreement for relevant technical training for IT staff.
- ◆ Regional: Continued participation in Fiber Consortium discussion meetings for connectivity projects beneficial to the City.



## Expenditure & Revenue Summary

### Information Technology

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 518,912	\$ 550,069	\$ 583,579	\$ 615,369	\$ 640,509	5.45%	4.09%
20 Personnel Benefits	218,060	203,905	235,602	229,410	239,966	-2.63%	4.60%
30 Supplies	84,468	111,914	127,766	127,766	127,766	0.00%	0.00%
40 Prof Services	92,425	149,787	175,000	311,216	311,216	77.84%	0.00%
60 Capital Outlays	39,496	30,898	32,000	32,000	32,000	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>953,361</b>	<b>1,046,573</b>	<b>1,153,947</b>	<b>1,315,761</b>	<b>1,351,457</b>	<b>14.02%</b>	<b>2.71%</b>

<b>REVENUE</b>							
General Fund	953,361	1,046,573	1,153,947	1,315,761	1,351,457	14.02%	2.71%
<b>REVENUE TOTAL</b>	<b>\$ 953,361</b>	<b>\$ 1,046,573</b>	<b>\$ 1,153,947</b>	<b>\$ 1,315,761</b>	<b>\$ 1,351,457</b>	<b>14.02%</b>	<b>2.71%</b>

## Budget Changes

Budget changes for the Information Technology department include step increases and COLA increases for salaries and health care cost changes. Additional funding was approved for software upgrades and maintenance agreement to televise Council meetings.

### Information Technology

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 583,579	\$ 31,790	\$ -	\$ -	\$ -	\$ -	\$ 615,369	\$ 25,140	\$ -	\$ -	\$ -	\$ -	\$ 640,509
20-Benefits	235,602	(6,192)	-	-	-	-	229,410	10,556	-	-	-	-	239,966
30-Supplies	127,766	-	-	-	-	-	127,766	-	-	-	-	-	127,766
40-Prof Serv	175,000	-	26,216	110,000	-	-	311,216	-	-	-	-	-	311,216
60-Capital	32,000	(32,000)	32,000	-	-	-	32,000	(32,000)	32,000	-	-	-	32,000
Total	\$ 1,153,947	\$ (6,402)	\$ 58,216	\$ 110,000	\$ -	\$ -	\$ 1,315,761	\$ 3,696	\$ 32,000	\$ -	\$ -	\$ -	\$ 1,351,457

## Salaries and Benefits

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

### Information Technology

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
IT Director	1	1	\$ 137,676	\$ 34,292	1	\$ 147,447	\$ 36,927
Systems Administrator	1	1	90,744	33,796	1	93,432	35,276
Senior Info Technology Specialist	2	2	135,408	59,779	2	139,440	61,970
Database Administrator	1	1	67,560	29,997	1	69,576	31,091
Admin Support Coordinator	2	2	127,584	43,769	2	131,328	45,830
Info Technology Assistant	1	1	53,897	27,777	1	56,786	28,873
Extra Labor			2,500	-		2,500	-
Department Total	8	8	\$ 615,369	\$ 229,410	8	\$ 640,509	\$ 239,966

## Professional Services

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

### *Information Technology*

Account Number	Purpose	2013	2014
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, connectivity expense	2,500	2,500
000.12.518.880.42.00	Communication expenses, 1640 radio, equip maintenance & repair	2,000	2,000
000.12.518.880.42.00	Communication expenses, chamber audio equipment maint & repair	2,000	2,000
000.12.518.880.42.00	Communication expenses, TV Channel 21 maintenance & software upgrade	1,200	1,200
000.12.518.880.42.00	Communication expenses, Newspaper/City Adds-24 months	20,000	20,000
000.12.518.880.42.01	City-wide cell phone service	40,000	40,000
000.12.518.880.42.02	Communication - telephone charges	60,000	60,000
000.12.518.880.42.03	Internet services for city-wide use	1,000	1,000
000.12.518.880.43.00	Meals, Parking, Mileage, Lodging for conferences: ACCIS, Active, Accela	1,500	1,500
000.12.518.880.45.94	Equipment Rental O & M	1,833	1,833
000.12.518.880.45.95	Equipment O & M	4,183	4,183
000.12.518.880.48.00	Repair & Maintenance - Office & Network Equipment	3,000	3,000
000.12.518.880.48.01	Repairs & Maintenance - Telephone maintenance	28,500	28,500
000.12.518.880.48.02	Repairs & Maintenance - Puget Sound Access (Televise Council M	25,000	25,000
000.12.518.880.49.00	Computer system component upgrades	3,000	3,000
000.12.518.880.49.00	Hazelnut-Printing, postage, and mail house costs	24,000	24,000
000.12.518.880.49.01	Standard software new and upgrade purchases, MS Ent. License	88,000	88,000
000.12.518.880.49.03	Registrations for conferences and training	2,500	2,500
	Total Professional Services	\$ 311,216	\$ 311,216

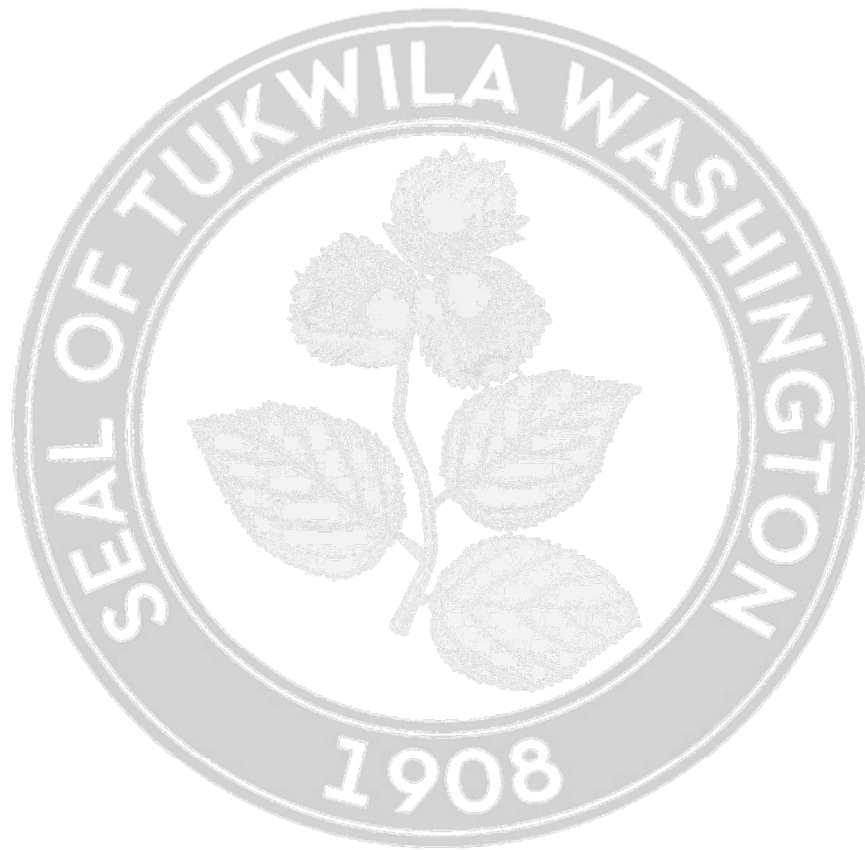
## Capital Assets

### *Information Technology*

Account Number	Purpose	2013	2014
000.12.594.180.64.02	Capital Equipment Network Replacements	\$ 32,000	\$ 32,000
	Total Capital Assets	\$ 32,000	\$ 32,000

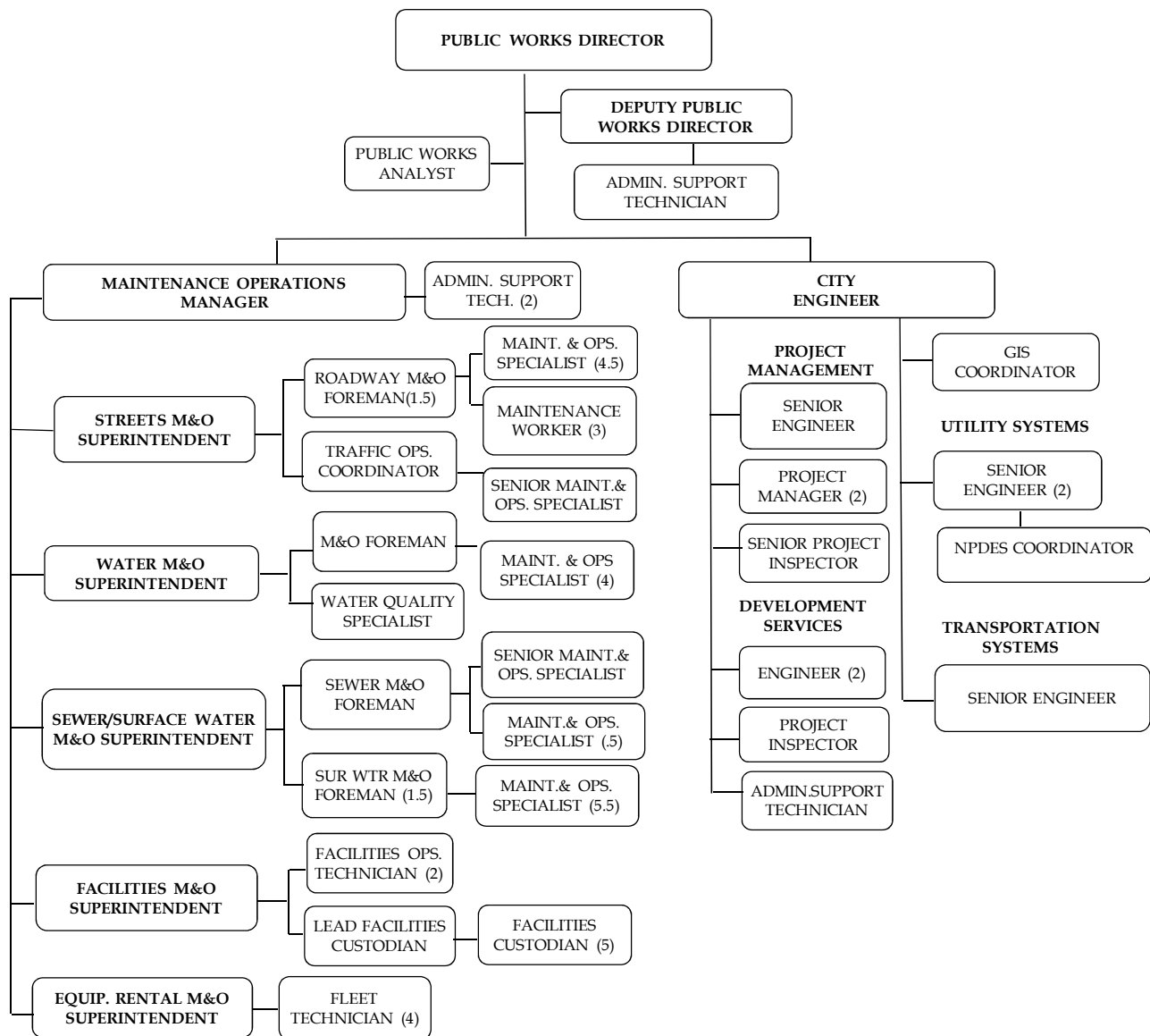
**Performance Measures***Information Technology*

	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
Desktop Computers (In-service)	278	303	282	283	275
Laptops (including vehicle installs)	115	133	155	169	160
Networked printers and plotters	92	89	80	77	75
Physical Servers (in-service)	24	22	22	22	20
Virtualized Servers (in-service)	0	0	14	16	18
Website Unique Visitors	115,319	109,154	127,943	122,000	125,000
Publications (Hazelnut & Tukwila Reporter)	5	10	15	15	15
Special Publications	5	5	5	5	7
Desktop Phones	N/A	227	307	318	320
Cellular Devices (iPads, Phones, Cards)	284	267	297	300	314



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## Public Works



2013-14 Biennial Budget  
Public Works  
Admin, Maintenance, Engineering, Development, Facility Maintenance

Program	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Budget	2012-13 % Chg	2013-14 % Chg
Administration	\$ 480,590	\$ 503,794	\$ 584,345	\$ 560,109	\$ 578,904	-4.15%	3.36%
Maintenance	338,996	328,954	348,338	352,601	363,695	1.22%	3.15%
Engineering	492,242	441,454	624,087	617,970	636,300	-0.98%	2.97%
Development	401,038	406,531	422,324	430,369	445,854	1.91%	3.60%
Facility Maintenance	1,490,761	1,516,628	1,634,709	1,620,434	1,654,519	-0.87%	2.10%
Street Maintenance	2,368,562	2,518,270	2,756,535	2,841,360	2,910,132	3.08%	2.42%
Total	\$ 5,572,189	\$ 5,715,632	\$ 6,370,338	\$ 6,422,844	\$ 6,589,403	0.82%	2.59%

**Expenditure & Revenue Summary - Department Wide***Public Works*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 2,318,676	\$ 2,453,973	\$ 2,752,631	\$ 2,827,012	\$ 2,921,168	2.70%	3.33%
20 Personnel Benefits	942,402	865,006	1,068,032	1,024,377	1,074,057	-4.09%	4.85%
30 Supplies	428,454	398,864	432,941	478,831	478,831	10.60%	0.00%
40 Prof Services	1,709,323	1,961,330	2,081,734	2,092,624	2,115,347	0.52%	1.09%
50 Intergovt. Services & Taxes	89	26	-	-	-	0.00%	0.00%
60 Capital Outlays	173,245	36,434	35,000	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>5,572,189</b>	<b>5,715,632</b>	<b>6,370,338</b>	<b>6,422,844</b>	<b>6,589,403</b>	<b>0.82%</b>	<b>2.59%</b>

REVENUE							
General Fund	5,572,189	5,715,632	6,370,338	6,422,844	6,589,403	0.82%	2.59%
<b>REVENUE TOTAL</b>	<b>\$ 5,572,189</b>	<b>\$ 5,715,632</b>	<b>\$ 6,370,338</b>	<b>\$ 6,422,844</b>	<b>\$ 6,589,403</b>	<b>0.82%</b>	<b>2.59%</b>

**Budget Changes - Department Wide***Public Works*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 2,752,631	\$ 34,036	\$ (1,500)	\$ -	\$ 41,845	\$ -	\$ 2,827,012	\$ 92,902	\$ -	\$ -	\$ 1,255	\$ -	\$ 2,921,168
20-Benefits	1,068,032	(73,117)	-	-	29,462	-	1,024,377	48,652	-	-	1,028	-	1,074,057
30-Supplies	432,941	-	45,890	-	-	-	478,831	-	-	-	-	-	478,831
40-Prof. Serv.	2,081,734	34,729	(23,839)	-	-	-	2,092,624	22,723	-	-	-	-	2,115,347
60-Capital	35,000	(35,000)	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 6,370,338</b>	<b>\$ (39,352)</b>	<b>\$ 20,551</b>	<b>\$ -</b>	<b>\$ 71,307</b>	<b>\$ -</b>	<b>\$ 6,422,844</b>	<b>\$ 164,276</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,283</b>	<b>\$ -</b>	<b>\$ 6,589,403</b>

## Salaries & Benefits - Department Wide

### Public Works

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Public Works Director	1	1	\$ 148,848	\$ 38,620	1	\$ 153,316	\$ 40,764
Deputy Public Works Director	1	1	119,160	34,167	1	122,712	35,892
Maintenance Operations Manager	1	1	127,368	32,363	1	131,136	34,199
Engineer	2	2	189,672	57,165	2	195,288	60,194
Project Inspector	1	1	71,518	29,737	1	74,376	31,184
City Engineer	1	1	130,824	30,122	1	134,688	32,002
Senior Engineer	1	1	112,530	37,425	1	116,232	39,086
Senior Project Inspector	1	1	78,120	33,411	1	80,400	34,831
GIS Coordinator	1	1	77,520	25,841	1	79,800	27,085
Public Works Analyst	1	1	96,120	28,917	1	98,928	30,480
Admin Support Technician	4	3	166,896	65,675	3	171,961	68,416
Admin Support Specialist	-	1	59,160	28,397	1	60,948	29,365
Maint & Ops Superintendent	1	1	95,592	33,463	1	98,592	35,187
Lead Facilities Custodian	1	1	72,528	32,242	1	74,664	33,579
Facilities Ops Technician	2	2	137,520	51,019	2	141,552	53,561
Facilities Custodian	6	5	268,776	115,193	5	281,964	121,320
Maint & Ops Superintendent	1	1	95,280	33,556	1	98,309	35,281
Traffic Operations Coordinator	1	1	89,136	35,210	1	91,934	36,832
Maint & Ops Foreman	1.5	1.5	116,742	44,420	1.5	120,168	46,545
Sr Maint & Ops Specialist	1	1	72,240	32,458	1	74,472	33,808
Maint & Ops Specialist	5	4.5	294,632	113,752	4.5	308,267	120,117
Maintenance Worker	2	3	145,077	85,048	3	149,708	88,157
Extra Labor			45,723	-		45,723	-
Overtime			16,030	-		16,030	-
Clothing Allowance			-	6,175		-	6,175
Department Total	36.5	36	\$ 2,827,012	\$ 1,024,377	36	\$ 2,921,168	\$ 1,074,057



## 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 these programs through the Engineering Division, Maintenance Administration, Development Services Division, and the Facility Maintenance Division, the Equipment Rental Fund, and the Enterprise Funds; water, sewer and surface water. 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.

### 2011-2012 Accomplishments

- ◆ Completed Howard Hanson Dam Flood Response Plan with extensive public outreach, staff training, and installing protective measures along the Green River.
- ◆ Completed a new Solid Waste & Recycling contract with Waste Management.
- ◆ Prepared a comprehensive City Facilities Upgrade and Replacement Plan.
- ◆ Evaluated grant funding options available and proposed a course of action to fund transportation projects.

### 2013 Program Goals

- ◆ Complete Council-approved Local Improvement District (LID) No. 33 to help fund the Tukwila Urban Center Access (Klickitat).
- ◆ Implement the comprehensive City Facilities Upgrade and Replacement Plan.
- ◆ Review “rate model” for establishing appropriate rates for water, sewer, and surface water enterprise funds.
- ◆ Evaluate grant funding options available and proposed a course of action to fund transportation projects.

### 2014 Program Goals

- ◆ Ongoing implementation of the comprehensive City Facilities Upgrade and Replacement Plan.
- ◆ Review “rate model” for establishing appropriate rates for water, sewer, and surface water enterprise funds.
- ◆ Evaluate future grant funding options available and propose a course of action to fund transportation projects.

## Expenditure & Revenue Summary

### Public Works - Administration

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 361,710	\$ 368,151	\$ 398,528	\$ 421,760	\$ 434,220	5.83%	2.95%
20 Personnel Benefits	107,134	99,535	119,677	117,096	123,431	-2.16%	5.41%
30 Supplies	3,649	2,144	6,060	7,900	7,900	30.36%	0.00%
40 Prof Services	8,097	33,964	60,080	13,353	13,353	-77.77%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>480,590</b>	<b>503,794</b>	<b>584,345</b>	<b>560,109</b>	<b>578,904</b>	<b>-4.15%</b>	<b>3.36%</b>

REVENUE							
General Fund	480,590	503,794	584,345	560,109	578,904	-4.15%	3.36%
<b>REVENUE TOTAL</b>	<b>\$ 480,590</b>	<b>\$ 503,794</b>	<b>\$ 584,345</b>	<b>\$ 560,109</b>	<b>\$ 578,904</b>	<b>-4.15%</b>	<b>3.36%</b>

## Budget Changes

Budget changes for Public Works Administration include step increases and COLA increases for salaries and health care cost changes. There was a reduction in professional services due to the completion of the Solid Waste agreement in 2012.

### Public Works - Administration

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 398,528	\$ 23,232	\$ -	\$ -	\$ -	\$ -	\$ 421,760	\$ 12,460	\$ -	\$ -	\$ -	\$ -	\$ 434,220
20-Benefits	119,677	(2,581)	-	-	-	-	117,096	6,335	-	-	-	-	123,431
30-Supplies	6,060	-	1,840	-	-	-	7,900	-	-	-	-	-	7,900
40-Prof Serv	60,080	-	(46,727)	-	-	-	13,353	-	-	-	-	-	13,353
<b>Total</b>	<b>\$ 584,345</b>	<b>\$ 20,651</b>	<b>\$ (44,887)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 560,109</b>	<b>\$ 18,795</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 578,904</b>

## Salaries and Benefits

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

### *Public Works - Administration*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Public Works Director	1	1	\$ 148,848	\$ 38,620	1	\$ 153,316	\$ 40,764
Deputy Public Works Director	1	1	119,160	34,167	1	122,712	35,892
Public Works Analyst	1	1	96,120	28,917	1	98,928	30,480
Admin Support Technician	1	1	55,632	15,391	1	57,264	16,295
Extra Labor			2,000	-		2,000	-
<b>Total</b>	<b>4</b>	<b>4</b>	<b>\$ 421,760</b>	<b>\$ 117,096</b>	<b>4</b>	<b>\$ 434,220</b>	<b>\$ 123,431</b>

## Professional Services

Professional service and contracts in the Public Works Administration division include consultant services to provide technical support in negotiating a new solid waste and recycling franchise agreement for the newly annexed and potential annexation areas. Operating rentals and leases include the Xerox copier.

### *Public Works - Administration*

Account Number	Purpose	2013	2014
000.13.532.100.42.00	Phone and postage	\$ 650	\$ 650
000.13.532.100.43.00	Mileage, meals, parking	100	100
000.13.532.100.45.00	Operating rentals and leases - Xerox	2,650	2,650
000.13.532.100.45.94	Equipment Replacement Fund	270	270
000.13.532.100.45.95	Equipment O & M	500	500
000.13.532.100.48.00	Plotter, copier and KIP copier repairs	100	100
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 and solid wastefranchise negotiation.	5,000	5,000
	<b>Total Professional Services</b>	<b>\$ 13,353</b>	<b>\$ 13,353</b>

## 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 rental, 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.

### 2011-2012 Accomplishments

- ◆ Identified operational requirement (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.
- ◆ Continued the program that improves the energy efficiency of City maintenance operations.

### 2013-2014 Program Goals

- ◆ Continue to update operational requirements (facility space, equipment, and personnel) for all maintenance functions.
- ◆ 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.

## Expenditure & Revenue Summary

### Public Works – Maintenance Administration

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 216,592	\$ 221,338	\$ 229,260	\$ 242,160	\$ 249,517	5.63%	3.04%
20 Personnel Benefits	106,941	86,315	98,743	88,791	92,528	-10.08%	4.21%
30 Supplies	1,110	673	3,750	5,000	5,000	33.33%	0.00%
40 Prof Services	14,354	20,629	16,585	16,650	16,650	0.39%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>338,996</b>	<b>328,954</b>	<b>348,338</b>	<b>352,601</b>	<b>363,695</b>	<b>1.22%</b>	<b>3.15%</b>

REVENUE							
General Fund	338,996	328,954	348,338	352,601	363,695	1.22%	3.15%
<b>REVENUE TOTAL</b>	<b>\$ 338,996</b>	<b>\$ 328,954</b>	<b>\$ 348,338</b>	<b>\$ 352,601</b>	<b>\$ 363,695</b>	<b>1.22%</b>	<b>3.15%</b>

## Budget Changes

Budget changes for the Maintenance division include step increases and COLA increases for salaries, health care cost changes, and funding for printer supplies and maintenance.

### Public Works – Maintenance Administration

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 229,260	\$ 14,400	\$ (1,500)	\$ -	\$ -	\$ -	\$ 242,160	\$ 7,357	\$ -	\$ -	\$ -	\$ -	\$ 249,517
20-Benefits	98,743	(9,952)	-	-	-	-	88,791	3,736	-	-	-	-	92,528
30-Supplies	3,750	-	1,250	-	-	-	5,000	-	-	-	-	-	5,000
40-Prof Serv	16,585	-	65	-	-	-	16,650	-	-	-	-	-	16,650
Total	\$ 348,338	\$ 4,448	\$ (185)	\$ -	\$ -	\$ -	\$ 352,601	\$ 11,093	\$ -	\$ -	\$ -	\$ -	\$ 363,695

## Salaries and Benefits

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

### *Public Works – Maintenance Administration*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Maintenance Operations Manager	1	1	\$ 127,368	\$ 32,363	1	\$ 131,136	\$ 34,199
Admin Support Specialist	-	1	\$ 59,160	\$ 28,397	1	\$ 60,948	\$ 29,365
Admin Support Technician	2	1	55,632	28,032	1	57,433	28,964
Total	3	3	\$ 242,160	\$ 88,791	3	\$ 249,517	\$ 92,528

## Professional Services

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

### *Public Works – Maintenance Administration*

Account Number	Purpose	2013	2014
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	7,700	7,700
000.13.532.101.45.94	Equipment replacement fund	1,979	1,979
000.13.532.101.45.95	Equipment O & M	3,636	3,636
000.13.532.101.49.00	Memberships, registrations, and training	2,035	2,035
	Total Professional Services	\$ 16,650	\$ 16,650

## 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.

### 2011-2012 Accomplishments

- ◆ Completed construction of Southcenter Parkway Extension Project.
- ◆ Completed construction of Tukwila Urban Center Access (Klickitat) Project.
- ◆ Conducted biennial assessment and update of transportation impact fees.

### 2013 Program Goals

- ◆ Finalize design of 42nd Ave S Phase III.
- ◆ Complete construction of Cascade View Safe Routes to School.
- ◆ Begin design of Thorndyke Safe Routes of School.
- ◆ Ongoing construction of TUC Transit Center & Andover Park W
- ◆ Begin design of Boeing Access Rd Bridge Rehabilitation.
- ◆ Oversee development of Tukwila South and coordination with Southcenter Pkwy Extension Project.

### 2014 Program Goals

- ◆ Complete construction of 42nd Ave S Phase III.
- ◆ Complete construction of Thorndyke Safe Routes to School.
- ◆ Biennial assessment and update of pavement management system.
- ◆ Biennial assessment and update of transportation impact fees.
- ◆ Begin construction of Boeing Access Rd Bridge Rehabilitation.

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

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 234,717	\$ 249,309	\$ 382,800	\$ 398,994	\$ 411,120	4.23%	3.04%
20 Personnel Benefits	77,874	72,059	131,805	127,749	133,953	-3.08%	4.86%
30 Supplies	6,535	45,708	7,500	37,500	37,500	400.00%	0.00%
40 Prof Services	61,930	74,378	66,982	53,727	53,727	-19.79%	0.00%
60 Capital Outlays	111,186	-	35,000	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>492,242</b>	<b>441,454</b>	<b>624,087</b>	<b>617,970</b>	<b>636,300</b>	<b>-0.98%</b>	<b>2.97%</b>

<b>REVENUE</b>							
General Fund	492,242	441,454	624,087	617,970	636,300	-0.98%	2.97%
<b>REVENUE TOTAL</b>	<b>\$ 492,242</b>	<b>\$ 441,454</b>	<b>\$ 624,087</b>	<b>\$ 617,970</b>	<b>\$ 636,300</b>	<b>-0.98%</b>	<b>2.97%</b>

**Budget Changes**

Budget changes for the Engineering division include step increases and COLA increases for salaries and health care cost changes. Other changes include an increase in supplies for ongoing replacement of 800 MHz radio and reduced appropriation for equipment replacement and maintenance funding.

*Public Works - Engineering*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2014 Budget
10-Salaries	\$ 382,800	\$ 16,194	\$ -	\$ -	\$ -	\$ -	\$ 398,994	\$ 12,126	\$ -	\$ -	\$ -	\$ -	\$ 411,120
20-Benefits	131,805	(4,056)	-	-	-	-	127,749	6,203	-	-	-	-	133,953
30-Supplies	7,500	-	30,000	-	-	-	37,500	-	-	-	-	-	37,500
40-Prof Serv	66,982	-	(13,255)	-	-	-	53,727	-	-	-	-	-	53,727
60-Capital	35,000	(35,000)	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 624,087	\$ (22,862)	\$ 16,745	\$ -	\$ -	\$ -	\$ 617,970	\$ 18,329	\$ -	\$ -	\$ -	\$ -	\$ 636,300

**Salaries and Benefits**

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

*Public Works - Engineering*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
City Engineer	1	1	\$ 130,824	\$ 30,122	1	\$ 134,688	\$ 32,002
Senior Engineer	1	1	112,530	37,425	1	116,232	39,086
Senior Project Inspector	1	1	78,120	33,411	1	80,400	34,831
GIS Coordinator	1	1	77,520	25,841	1	79,800	27,085
Clothing Allowance			-	950		-	950
Total	4	4	\$ 398,994	\$ 127,749	4	\$ 411,120	\$ 133,953



## Professional Services

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

### *Public Works - Engineering*

Account Number	Purpose	2013	2014
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	\$ 28,400	\$ 28,400
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	5,157	5,157
000.13.532.200.45.95	Equipment O & M	9,770	9,770
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	6,000	6,000
	Total Professional Services	\$ 53,727	\$ 53,727

## Performance Measures

### *Public Works - Engineering*

Public Works - Engineering	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 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	141	150	160	155	140

## 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. Services include the responsibility of 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.

### 2011-2012 Accomplishments

- ◆ Continued to maintain and improve the turn-around time for permit review and approval.
- ◆ Worked with and support DCD to improve the permit process.

### 2013-2014 Program Goals

- ◆ Continue to maintain and improve the turn-around time for permit review and approval.
- ◆ Support DCD to implement the new permitting system.

**Expenditure & Revenue Summary***Public Works – Development Services*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 293,766	\$ 307,462	\$ 311,458	\$ 320,264	\$ 330,370	2.83%	3.16%
20 Personnel Benefits	107,272	99,069	110,866	110,105	115,484	-0.69%	4.89%
<b>EXPENDITURE TOTAL</b>	<b>401,038</b>	<b>406,531</b>	<b>422,324</b>	<b>430,369</b>	<b>445,854</b>	<b>1.91%</b>	<b>3.60%</b>

<b>REVENUE</b>							
General Fund	401,038	406,531	422,324	430,369	445,854	1.91%	3.60%
<b>REVENUE TOTAL</b>	<b>\$ 401,038</b>	<b>\$ 406,531</b>	<b>\$ 422,324</b>	<b>\$ 430,369</b>	<b>\$ 445,854</b>	<b>1.91%</b>	<b>3.60%</b>

**Budget Changes**

Budget changes for Development Services include step increases and COLA increases for salaries and health care cost changes.

*Public Works – Development Services*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 311,458	\$ 8,806	\$ -	\$ -	\$ -	\$ -	\$ 320,264	\$ 10,106	\$ -	\$ -	\$ -	\$ -	\$ 330,370
20-Benefits	110,866	(761)	-	-	-	-	110,105	5,379	-	-	-	-	115,484
Total	\$ 422,324	\$ 8,045	\$ -	\$ -	\$ -	\$ -	\$ 430,369	\$ 15,485	\$ -	\$ -	\$ -	\$ -	\$ 445,854

## Salaries and Benefits

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

### *Public Works – Development Services*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Engineer	2	2	\$ 189,672	\$ 57,165	2	\$ 195,288	\$ 60,194
Project Inspector	1	1	71,518	29,737	1	74,376	31,184
Admin Support Technician	1	1	55,632	22,253	1	57,264	23,157
Overtime			3,442	-		3,442	-
Clothing Allowance			-	950		-	950
Total	4	4	\$ 320,264	\$ 110,105	4	\$ 330,370	\$ 115,484

## Performance Measures

### *Public Works – Development Services*

Public Works - Development Services	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
Number of developer projects reviewed	464	417	400	410	410
Number of Public Works permits	150	112	125	130	130
Number of Franchise Utility permits	103	134	107	110	110

## 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 247,573 square feet, of which 149,957 square feet is provided with custodial care. Facilities maintained consist of the main City Hall (6200 Building), the 6300 Building, a large community center, library, four fire stations, Minkler, George Long, and Golf maintenance facilities, several public restrooms, and various other buildings.

### 2011-2012 Accomplishments

- ◆ Managed 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.
- ◆ Incorporated 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.
- ◆ Incorporated additional recycling requirements city-wide through enhanced custodial collection and disposal services.
- ◆ Supported PD satellite NRC closure and re-opening at a new location.
- ◆ Maintained facility equipment to experience downtime at less than 1%.
- ◆ Remodeled and added ventilation system in PD Evidence Lab.

### 2013-2014 Program Goals

- ◆ Assist DCD with lighting retrofits and any other energy efficiency upgrades as part of grant program.
- ◆ Manage utility usage to minimize budgetary impact to less than 5% increase.
- ◆ Maintain facility equipment to experience downtime at less than 1%.
- ◆ Support City departments with various Facilities Fund 303 projects.

## Expenditure & Revenue Summary

### Public Works – Facility Maintenance

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 511,816	\$ 549,189	\$ 598,545	\$ 575,530	\$ 597,886	-3.85%	3.88%
20 Personnel Benefits	232,297	217,903	271,211	233,817	245,546	-13.79%	5.02%
30 Supplies	71,126	69,689	85,900	82,900	82,900	-3.49%	0.00%
40 Prof Services	675,442	679,848	679,053	728,187	728,187	7.24%	0.00%
50 Intergovt. Services & Taxes	80	-	-	-	-	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>1,490,761</b>	<b>1,516,628</b>	<b>1,634,709</b>	<b>1,620,434</b>	<b>1,654,519</b>	<b>-0.87%</b>	<b>2.10%</b>

REVENUE							
General Fund	1,490,761	1,516,628	1,634,709	1,620,434	1,654,519	-0.87%	2.10%
<b>REVENUE TOTAL</b>	<b>\$ 1,490,761</b>	<b>\$ 1,516,628</b>	<b>\$ 1,634,709</b>	<b>\$ 1,620,434</b>	<b>\$ 1,654,519</b>	<b>-0.87%</b>	<b>2.10%</b>

## Budget Changes

Budget changes for Facility Maintenance division include step increases and COLA increases for salaries, health care cost changes and a net increase in equipment rental expenditures. Additional funding was added for repair and maintenance of aging infrastructure of City facilities.

### Public Works – Facility Maintenance

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 598,545	\$ (23,015)	\$ -	\$ -	\$ -	\$ -	\$ 575,530	\$ 22,356	\$ -	\$ -	\$ -	\$ -	\$ 597,886
20-Benefits	271,211	(37,394)	-	-	-	-	233,817	11,729	-	-	-	-	245,546
30-Supplies	85,900	-	(3,000)	-	-	-	82,900	-	-	-	-	-	82,900
40-Prof Serv	679,053	-	49,134	-	-	-	728,187	-	-	-	-	-	728,187
Total	\$ 1,634,709	\$ (60,409)	\$ 46,134	\$ -	\$ -	\$ -	\$ 1,620,434	\$ 34,085	\$ -	\$ -	\$ -	\$ -	\$ 1,654,519

## Salaries and Benefits

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

### Public Works – Facility Maintenance

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 95,592	\$ 33,463	1	\$ 98,592	\$ 35,187
Lead Facilities Custodian	1	1	72,528	32,242	1	74,664	33,579
Facilities Ops Technician	2	2	137,520	51,019	2	141,552	53,561
Facilities Custodian	6	5	268,776	115,193	5	281,964	121,320
Overtime			1,114	-		1,114	-
Clothing Allowance			-	1,900		-	1,900
Total	10	9	\$ 575,530	\$ 233,817	9	\$ 597,886	\$ 245,546

## Professional Services

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

### *Public Works – Facility Maintenance*

Account Number	Purpose	2013	2014
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, new copier lease at G Long	3,050	3,050
000.13.518.300.45.00	Lease of Records Center	96,000	96,000
000.13.518.300.45.94	Equipment Replacement Fund	16,860	16,860
000.13.518.300.45.95	Equipment O & M	24,728	24,728
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	200,000	200,000
000.13.518.300.49.00	Memberships, licenses, tuitions for Certified Building Operators	1,000	1,000
	Total Professional Services	\$ 728,187	\$ 728,187

## Performance Measures

### *Public Works – Facility Maintenance*

Public Works - Facility Maintenance	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
Work orders issued	584	575	575	575	575
Work orders completed	577	571	570	564	564
Work orders in progress at year-end	33	37	25	28	28
<b>Inventory</b>					
Number of City facilities	45	46	46	46	46
Amount of square footage for all City facilities	238,081	247,641	247,573	247,573	247,573
Amount of square footage covered by City custodial svcs	118,865	150,025	149,957	149,957	149,957

## 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 cameras. The Street Maintenance unit maintains relationships with adjoining cities, King County and Washington State Department of Transportation.

### 2011-2012 Accomplishments

- ◆ Participated in pavement management for the multi-year street overlay program.
- ◆ Continued to analyze the expansion of the City's video and fiber infrastructure.
- ◆ Established a CCTV control center in the Neighborhood Resource Center on Tukwila International Blvd.
- ◆ Expanded fiber trunk line a total of 7.2 miles with monitor cameras and traffic signal controllers on Southcenter Parkway Extension.
- ◆ Added 257 LED streetlights in the Commercial Business District.

### 2013 Program Goals

- ◆ Participate in pavement management for the multi-year street overlay program.
- ◆ Continue to add LED streetlights to city-owned streetlights.
- ◆ Continue to analyze the expansion of the City's video and fiber infrastructure.
- ◆ Connect Tukwila South to fiber system, expand camera and traffic control system.
- ◆ Expand fiber system to Interurban Ave S from Grady Way to Boeing Access Rd.

### 2014 Program Goals

- ◆ Participate in pavement management for the multi-year street overlay program.
- ◆ Continue to add LED streetlights to city-owned streetlights.
- ◆ Analyze the usage of the Intelligent Transportation System (ITS).
- ◆ Connect Tukwila South to fiber system, expand camera and traffic control system.
- ◆ Connecting our traffic signals to expanded fiber system on Interurban Ave S from Grady Way to Boeing Access Rd.



**Expenditure & Revenue Summary***Public Works – Street Maintenance*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 700,076	\$ 758,523	\$ 832,040	\$ 868,304	\$ 898,055	4.36%	3.43%
20 Personnel Benefits	310,884	290,127	335,730	346,818	363,116	3.30%	4.70%
30 Supplies	346,033	280,651	329,731	345,531	345,531	4.79%	0.00%
40 Prof Services	949,501	1,152,510	1,259,034	1,280,707	1,303,430	1.72%	1.77%
50 Intergovt. Services & Taxes	9	26	-	-	-	0.00%	0.00%
60 Capital Outlays	62,060	36,434	-	-	-	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>2,368,562</b>	<b>2,518,270</b>	<b>2,756,535</b>	<b>2,841,360</b>	<b>2,910,132</b>	<b>3.08%</b>	<b>2.42%</b>

<b>REVENUE</b>							
General Fund	2,368,562	2,518,270	2,756,535	2,841,360	2,910,132	3.08%	2.42%
<b>REVENUE TOTAL</b>	<b>\$ 2,368,562</b>	<b>\$ 2,518,270</b>	<b>\$ 2,756,535</b>	<b>\$ 2,841,360</b>	<b>\$ 2,910,132</b>	<b>3.08%</b>	<b>2.42%</b>

**Budget Changes**

Budget changes for Street Maintenance include step increases and COLA increases for salaries, health care cost changes, and a .50 FTE reduction via contract negotiations. An additional FTE is funded by an administrative fee charged through the solid waste agreement with Waste Management. Additional budget was added under professional services due to utility rate increases. There is a net decrease in equipment rental expenditures. Additional funding was added for repair and maintenance of additional street infrastructure from Southcenter Parkway, TUC Access, etc.

*Public Works – Street Maintenance*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 832,040	\$ (5,582)	\$ -	\$ -	\$ 41,845	\$ -	\$ 868,304	\$ 28,497	\$ -	\$ -	\$ 1,255	\$ -	\$ 898,055
20-Benefits	335,730	(18,374)	-	-	29,462	-	346,818	15,269	-	-	1,028	-	363,116
30-Supplies	329,731	-	15,800	-	-	-	345,531	-	-	-	-	-	345,531
40-Prof Serv	1,259,034	34,729	(13,056)	-	-	-	1,280,707	22,723	-	-	-	-	1,303,430
Total	\$ 2,756,535	\$ 10,774	\$ 2,744	\$ -	\$ 71,307	\$ -	\$ 2,841,360	\$ 66,489	\$ -	\$ -	\$ 2,283	\$ -	\$ 2,910,132

## Salaries and Benefits

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

### *Public Works – Street Maintenance*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 95,280	\$ 33,556	1	\$ 98,309	\$ 35,281
Traffic Operations Coordinator	1	1	89,136	35,210	1	91,934	36,832
Maint & Ops Foreman	1.5	1.5	116,742	44,420	1.5	120,168	46,545
Sr Maint & Ops Specialist	1	1	72,240	32,458	1	74,472	33,808
Maint & Ops Specialist	5	4.5	294,632	113,752	4.5	308,267	120,117
Maintenance Worker	2	3	145,077	85,048	3	149,708	88,157
Extra Labor			43,723	-		43,723	-
Overtime			11,474	-		11,474	-
Clothing Allowance			-	2,375		-	2,375
Total	11.5	12	\$ 868,304	\$ 346,818	12	\$ 898,055	\$ 363,116

## Professional Services

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

### *Public Works – Street Maintenance*

Account Number	Purpose	2013	2014
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	454,465	477,188
000.16.542.300.47.02	Transportation Division Materials - Waste Management Disposal	20,000	20,000
000.16.542.300.48.00	Transportation Division repairs of saw cuts and grinder sharpening	100	100
	<b>Total Roadway Professional Services</b>	<b>\$ 478,265</b>	<b>\$ 500,988</b>

Account Number	Purpose	2013	2014
000.16.542.500.48.00	Structures & Bridges repairs done by outside vendors	\$ 1,500	\$ 1,500
	<b>Total Structures Professional Services</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>

Account Number	Purpose	2013	2014
000.16.542.630.41.00	Streeting 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 power bills from Seattle City Light & Puget Sound Energy	250,000	250,000
	<b>Total Street Lighting Professional Services</b>	<b>\$ 250,600</b>	<b>\$ 250,600</b>

Account Number	Purpose	2013	2014
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	70,000	70,000
000.16.542.640.48.00	Traffic control devices repairs, interlocal for major emergencies, pole replacement	20,000	20,000
	<b>Total Traffic Control Devices Professional Services</b>	<b>\$ 92,000</b>	<b>\$ 92,000</b>

**Professional Services - continued**

Account Number	Purpose	2013	2014
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	2013	2014
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, gas, and irrigation utilities.	7,000	7,000
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	\$ 42,800	\$ 42,800

Account Number	Purpose	2013	2014
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	2013	2014
000.16.543.300.41.00	Streets consultant 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	2500	2500
000.16.543.300.43.00	Streets mileage, meals and lodging to attend mtgs, workshops, seminars	2000	2000
000.16.543.300.44.00	Streets advertising for seasonal help and replacement staff	1500	1500
000.16.543.300.45.94	Equipment replacement	191482	191482
000.16.543.300.45.95	Equipment O & M	174005	174005
000.16.543.300.46.00	Insurance allocations WCIA	35455	35455
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	5200	5200
	Total General Professional Services	413,742	413,742

	Total PW Street Maintenance Professional Services	\$ 1,280,707	\$ 1,303,430
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## Performance Measures

### *Public Works – Street Maintenance*

	2010 Actual	2011 Actual	2012 Estimated	2013 Projection	2014 Projection
<b>Traffic Signals &amp; Signs</b>					
% of City-owned streetlights repaired within 72 hours. For Seattle City Light/Puget Sound Energy streetlights, report within 24 hours.	100%	100%	100%	80%	80%
% of all traffic signal problems corrected within 24 hours	100%	100%	100%	100%	100%
Number of signalized intersections	60	64	68	68	68
Hours maintaining all City-owned traffic signals:	6,800	7,000	7,000	7,500	7,500
Number of traffic signal emergency calls	20	25	25	30	30
Evaluate reflectivity of all signs once a year	100%	75%	75%	75%	75%
Number of signs maintained	4,200	4,225	4,250	4,325	4,325
% of potholes repaired within 96 hours of notice	100%	100%	100%	100%	100%
Amount of hours spent on graffiti removal (annual)	900	900	900	1,000	1,050
<b>City street cleaning:</b>					
% of Residential streets 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%
<b>Inventory</b>					
Number of Residential lane miles	90	90	90	90	90
Number of Commercial lane miles	120	120	120	127	127
Sidewalks (miles)	60	60	65	72	72



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**DEPARTMENT:** Non-Departmental Expenses (20)  
**FUND:** General  
**RESPONSIBLE MANAGER:** Peggy McCarthy

**DIVISION:** 230/780  
**FUND NUMBER:** 000  
**POSITION:** Finance Director

### Description

This department had been utilized to pay unemployment claims for General Fund employees, pay City-wide insurance assessments and claims and judgments through 2012. These are now budgeted in Finance. General transfers to other funds are also recorded here.

### Expenditure & Revenue Summary

#### Department 20

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
20 Personnel Benefits	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	-100.00%	0.00%
40 Prof Services	-	543,700	523,000	-	-	-100.00%	0.00%
50 Intergovt. Services & Taxes	-	191,294	1,825,000	-	-	-100.00%	0.00%
60 Capital Outlays	94,576	15,468	-	-	-	0.00%	0.00%
00 Other	158,095	6,282,288	7,532,717	9,789,688	8,565,650	29.96%	-12.50%
<b>EXPENDITURE TOTAL</b>	<b>252,671</b>	<b>7,062,750</b>	<b>9,910,717</b>	<b>9,789,688</b>	<b>8,565,650</b>	<b>-1.22%</b>	<b>-12.50%</b>
<b>REVENUE</b>							
General Fund	252,671	7,062,750	9,910,717	9,789,688	8,565,650	-1.22%	-12.50%
<b>REVENUE TOTAL</b>	<b>\$ 252,671</b>	<b>\$ 7,062,750</b>	<b>\$ 9,910,717</b>	<b>\$ 9,789,688</b>	<b>\$ 8,565,650</b>	<b>-1.22%</b>	<b>-12.50%</b>

### Budget Changes

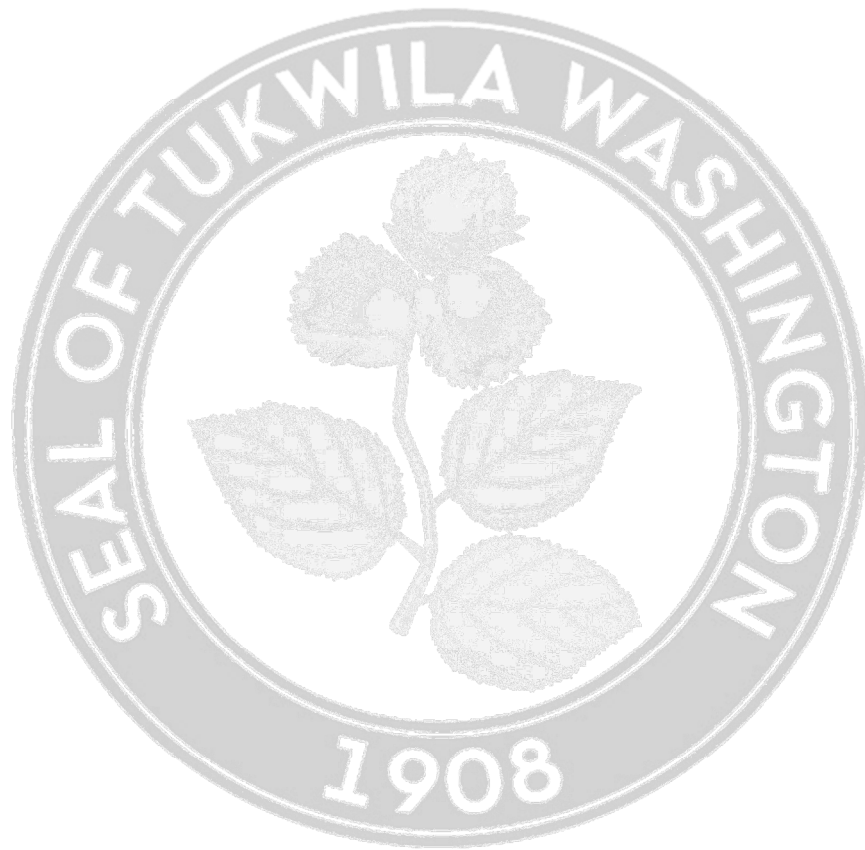
Budget changes for Department 20 include transfer of city-wide insurance, unemployment compensation, and claims and judgments to Finance and the building abatement budget to Community Development Building division.

#### Department 20

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Transf- ers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
20-Benefits	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ (30,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40-Prof Serv	523,000	140,000	-	-	-	(663,000)	-	-	-	-	-	-	-
50-Intergov	1,825,000	(1,825,000)	-	-	-	-	-	-	-	-	-	-	-
Other	7,532,717	(2,869,570)	-	5,225,000	-	(98,460)	9,789,688	1,263,962	-	(2,488,000)	-	-	8,565,650
Total	\$ 9,910,717	\$ (4,554,570)	\$ -	\$ 5,225,000	\$ -	\$ (791,460)	\$ 9,789,688	\$ 1,263,962	\$ -	\$ (2,488,000)	\$ -	\$ -	\$ 8,565,650

### TRANSFERS OUT – From the General Fund to the Following Funds:

	2013	2014
103 Residential Street	\$ 100,000	\$ 100,000
104 Arterial Street	4,550,000	1,850,000
105 Contingency	1,500,000	2,200,000
109 Drug Seizure	75,000	75,000
2** Debt Service	2,664,688	3,028,650
301 Land & Park Acquisition	-	212,000
303 General Government Improvements	500,000	500,000
411 Golf Course	400,000	600,000
<b>TOTAL</b>	<b>\$ 9,789,688</b>	<b>\$ 8,565,650</b>



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## 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 expenditures shown below are paid by other sources.

### 2011-2012 Accomplishments

- ◆ Worked with City departments, business community, and residents to execute a successful Rock n Roll Marathon event. City received considerable positive press coverage in 2011 and generated an estimated 5,087 room nights for an estimated \$4,800,000 in visitor spending. Competitor Group, Inc. decided to pursue a different course with both the start and finish line in Seattle, therefore no hotel motel tax funds were expended in 2012 to sponsor the marathon.
- ◆ Worked with the Parks and Recreation staff to promote the Backyard Wildlife Festival. Placed ads on KIRO radio and MyNW.com (1,200,000 impressions), included an article in E-newsletters (6,200 impressions) that linked to Seattle Southside Visitor Services (SSVS's) Facebook page, participated in Scenic WA e-blasts (58,515 impressions), placed listing on events calendar (avg. 30,000 unique visitors/month), listed event within the vacation planner (150,000 printed), purchased listing in Washington Festivals & Events (120,000 impressions), placed postcards in 3,600 packets mailed, delivered handouts and posters to area businesses and senior centers, developed direct mail campaign targeting over 75 businesses, displayed large banner in the Visitor Center, provided intern to support the event, and encouraged hotels to create event package & post it on their corporate websites too.
- ◆ Continued efforts to market Seattle Southside as a premier travel destination: directly generated an estimated \$12,338,300 in visitor spending for an estimated return on investment = \$8.65 to \$1.
- ◆ Supported positive relationships between the travel and tourism industry, business community, and city government. Worked with the Port and City of SeaTac to place "Visitor Info" directional signage from the new rental car facility to the Visitor Center; assisted state tourism office by aiding in the creation of a Washington Tourism Alliance and transfer of the state's tourism marketing assets to the new organization; currently assisting WTA on a long term funding solution, and participated in early discussions about formation of a local Tourism Promotion Area.
- ◆ Continued implementation and enhancement of program performance reporting based on guidelines provided by Destination Marketing Association International: see following "Performance Measures" section.

### 2013-2014 Program Goals

- ◆ Continue to implement program performance reporting based on guidelines provided by Destination Marketing Association International and demonstrate measurable increases in outcomes.
- ◆ Pursue program accreditation based on guidelines provided by Destination Marketing Association International.
- ◆ Continue efforts to market Seattle Southside as a premier travel destination as outlined in the Lodging Tax Advisory Committee's recommended annual marketing initiatives and media buy.
- ◆ Support positive relationships between the travel and tourism industry, business community, city government and local residents.
- ◆ Implement Council direction on formation of a Seattle Southside Tourism Promotion Area.

## Expenditure &amp; Revenue Summary

## Hotel/Motel Tax Fund 101

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 296,139	\$ 310,395	\$ 317,488	\$ 327,988	\$ 338,298	3.31%	3.14%
20 Personnel Benefits	85,302	83,246	87,396	86,462	91,466	-1.07%	5.79%
30 Supplies	29,307	24,464	16,000	20,000	20,000	25.00%	0.00%
40 Prof Services	892,067	1,004,653	1,035,900	1,105,641	1,090,641	6.73%	-1.36%
60 Capital Outlays	19,064	14,461	10,000	10,000	10,000	0.00%	0.00%
00 Other	-	88,779	91,442	96,191	98,598	5.19%	2.50%
<b>EXPENDITURE TOTAL</b>	<b>1,321,879</b>	<b>1,525,998</b>	<b>1,558,226</b>	<b>1,646,282</b>	<b>1,649,003</b>	<b>5.65%</b>	<b>0.17%</b>

REVENUE							
Hotel/Motel Tax	458,092	555,682	385,401	538,000	565,000	39.59%	5.02%
Seatac Base Costs	400,079	396,656	305,000	350,000	350,550	14.75%	0.16%
Comm Srvcs-Seatac 100%	113,104	-	245,000	320,000	305,000	30.61%	-4.69%
Seatac Joint Media	114,603	289,540	165,000	165,000	165,000	0.00%	0.00%
Kent Costs	120,000	153,340	120,000	120,000	120,000	0.00%	0.00%
Des Moines Costs	17,230	13,861	18,000	18,000	18,000	0.00%	0.00%
Miscellaneous Revenue	29,155	54,382	17,719	13,766	13,766	-22.31%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,252,263</b>	<b>\$ 1,463,460</b>	<b>\$ 1,256,120</b>	<b>\$ 1,524,766</b>	<b>\$ 1,537,316</b>	<b>21.39%</b>	<b>0.82%</b>

FUND BALANCE							
Change in Fund Balance *	(69,616)	(62,538)	(302,106)	(121,516)	(111,687)	-59.78%	-8.09%
Beginning Fund Balance	919,722	850,106	451,952	650,000	528,484	43.82%	-18.69%
Ending Fund Balance	850,106	787,568	149,846	528,484	416,797	252.68%	-21.13%

\* Change in fund balance equals revenues over/(under) expenditures

## Budget Changes

Budget changes for Hotel/Motel Fund include additional funding for supplies and miscellaneous professional services such as on-line subscriptions, postage, registrations, and fulfillment services.

## Hotel/Motel Tax Fund 101

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 317,488	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ 327,988	\$ 10,310	\$ -	\$ -	\$ -	\$ -	\$ 338,298
20-Benefits	87,396	(934)	-	-	-	-	86,462	5,004	-	-	-	-	91,466
30-Supplies	16,000	-	4,000	-	-	-	20,000	-	-	-	-	-	20,000
40-Prof Serv	1,035,900	-	69,741	-	-	-	1,105,641	-	(15,000)	-	-	-	1,090,641
60-Capital	10,000	-	-	-	-	-	10,000	-	-	-	-	-	10,000
Other	91,442	4,749	-	-	-	-	96,191	2,407	-	-	-	-	98,598
Total	\$ 1,558,226	\$ 14,315	\$ 73,741	\$ -	\$ -	\$ -	1,646,282	\$ 17,721	\$(15,000)	\$ -	\$ -	\$ -	\$ 1,649,003

## Salaries and Benefits

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

### *Hotel/Motel Tax Fund 101*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Program Manager	1	1	\$ 101,232	\$ 23,105	1	\$ 104,466	\$ 24,758
Business Community Liason	1	1	67,560	29,997	1	69,576	31,091
Marketing Communications Coordinator	1	1	66,648	17,230	1	69,234	18,412
Admin Support Specialist	1	1	58,438	16,130	1	60,912	17,205
Extra Labor			30,000	-		30,000	-
Overtime			4,110	-		4,110	-
Department Total	4	4	\$ 327,988	\$ 86,462	4	\$ 338,298	\$ 91,466

## Professional Services

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

### *Hotel/Motel Tax Fund 101*

Account Number	Purpose	2013	2014
101.00.557.300.41.02	Community report, tchotchkes, publicity thru Businesswire	\$ 10,000	\$ 10,000
101.00.557.300.41.03	Mail handlers	21,000	21,000
101.00.557.300.41.03	Cascade E-Commerce	40,000	40,000
101.00.557.300.41.12	Website development and maintenance, SliceHost, DMAI Empowermint	30,000	30,000
101.00.557.300.42.00	Communication - Sprint, MCI, XO Communications, Eblast	30,000	30,000
101.00.557.300.42.01	Postage	45,000	45,000
101.00.557.300.43.00	Hosting Tourism networking meetings, LTAC meetings, Open house	6,000	6,000
101.00.557.300.43.00	Parking, meals, mileage, air travel - tradeshow, education, sells missions	17,000	17,000
101.00.557.300.45.00	Office lease, copier lease, postage meter, AV equipment, water cooler	49,000	49,000
101.00.557.300.45.94	Vehicle operating & maintenance costs	1,500	1,500
101.00.557.300.45.95	Vehicle replacement reserve	1,241	1,241
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	WA Festivals & Events	300	300
101.00.557.300.49.00	Misc. Local Association Educational Networking Meetings	500	500
101.00.557.300.49.00	National Tour Association	1,000	1,000
101.00.557.300.49.00	Meeting Professionals Cascadia	1,000	1,000
101.00.557.300.49.00	Smith Travel Research	2,000	2,000
101.00.557.300.49.00	WA State Association of Convention & Visitors Bureaus (WSDMO)	3,000	3,000
101.00.557.300.49.00	Meeting Professionals International (MPI)	1,500	1,500
101.00.557.300.49.00	Dean Runyan	6,000	6,000
101.00.557.300.49.00	Washington Tourism Alliance (WTA)	5,000	5,000
101.00.557.300.49.00	Public Relations Society of America	500	500
101.00.557.300.49.00	Travel Industry of America (US Travel Association)	1,600	1,600
101.00.557.300.49.00	DMAI (Destination Marketing Association International)	5,000	5,000
101.00.557.300.49.00	Tradeshow registrations	2,600	2,600
101.00.557.300.49.01	Printing of letterhead, envelopes, business cards, signs, collateral, flags	5,000	5,000
101.00.557.300.49.08	PPI credit card fees	400	400
	Total Tourism-Basic Operations Professional Services	\$ 288,641	\$ 288,641

**Professional Services - continued**

Account Number	Purpose	2013	2014
101.00.557.301.44.10	Washington State Visitor's Guide	\$ 210,500	\$ 210,500
101.00.557.301.44.11	Maarketing Sponsorship Poverty Bay Festival, etc.	1,500	1,500
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 wrap, promotional campaigns, direct mail, tradeshow displays, 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	65,000	65,000
	Total Tourism-Joint Operations Professional Services	\$ 412,000	\$ 412,000

Account Number	Purpose	2013	2014
101.00.557.302.41.00	Conversion Study & new opportunities	\$ 25,000	\$ 25,000
101.00.557.302.41.01	Southwest King County Chamber contract	20,000	20,000
101.00.557.302.41.05	Museum of Flight shuttle ad campaign	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	\$ 85,000	\$ 85,000

Account Number	Purpose	2013	2014
101.00.557.303.44.10	SeaTac Marketing On-line campaign 100% funded by SeaTac	\$ 200,000	\$ 185,000
101.00.557.303.44.11	SeaTac Marketing Shuttle 100% funded by SeaTac	120,000	120,000
	Total Seatac Professional Services	\$ 320,000	\$ 305,000

	Total Tourism Professional Services	\$ 1,105,641	\$ 1,090,641
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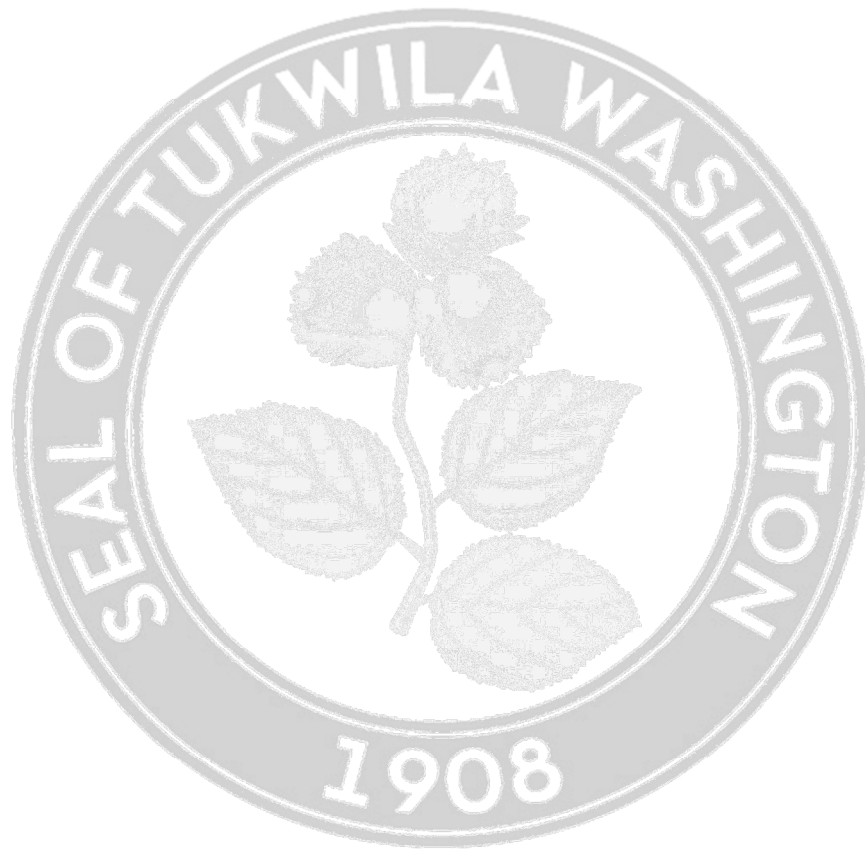
**Capital Assets***Hotel/Motel Tax Fund 101*

Account Number	Purpose	2013	2014
101.00.594.570.64.03	Computers, phone system, server, etc.	\$ 10,000	\$ 10,000
	Total Capital Assets	\$ 10,000	\$ 10,000

## Performance Measures

*Hotel/Motel Tax Fund 101*

TOURISM & MARKETING DEPT	2010 Actuals	2011 Actuals	% of Goal Complete	2011 Goals	2012 Actuals	% of Goal Complete	2012 Goals	2013 Goals	2014 Goals
<b>Revenue</b>									
Partner Financial Contributions to SSVS	\$ 765,016	\$ 853,000	100	\$ 853,397	\$ 282,498	33	\$ 853,000	\$ 853,000	\$ 853,000
Tukwila Lodging Tax Revenue	458,092	488,626	129	379,706	219,130	57	385,401	538,000	565,000
Commissions/ Misc Revenue	18,334	50,976	510	10,000		0	10,000	10,000	10,000
<b>TOTAL</b>	<b>\$ 1,241,442</b>	<b>\$ 1,392,602</b>	<b>112</b>	<b>\$ 1,243,103</b>	<b>\$ 501,628</b>	<b>40</b>	<b>\$ 1,248,401</b>	<b>\$1,401,000</b>	<b>\$1,428,000</b>
<b>Visitor Center Results</b>									
Visitor Center Walk-Ins	1,708	2,089	104	2,000	1,259	52	2,400	2,400	2,400
Hotel Reservations	136	345	149	232	117	42	278	345	345
Hotel Reservation Revenue	11,941	31,859	153	20,880	8,954	36	25,020	32,000	32,000
Seattle Southside Shuttle Riders	24,243	28,746	144	20,000	16,176	81	20,000	28,746	28,746
Shuttle Riders Est. Spend	3,636,450	4,311,900	155	2,780,000	2,426,400	87	2,780,000	4,311,900	4,311,900
Concierge Calls	654	878	130	675	500	71	700	900	900
<b>Intern/Volunteer Hours</b>									
Total Hours	356	1,422	356	400	583.25	146	400	1,422	1,422
<b>Advertising Results</b>									
Web Visits	183,268	318,957	172	185,000	188,923	94	200,000	318,957	318,957
New Sign-up for At A Glance E-newsletter	281	339	101	335	164	49	335	340	340
New Sign-up for Travel Update E-newsletter	1,104	3,252	407	800	977	122	800	3,300	3,300
Online Hotel Reservations	776	1,396	129	1,080	891	74	1,200	1,400	1,400
Online Room Revenue	\$ 66,905	\$ 130,188	134	\$ 97,000	\$ 88,402	82	\$ 108,000	\$ 130,000	\$ 130,000
Visitor Packets Mailed	26,089	31,138	94	33,000	23,063	70	33,000	33,000	33,000
Visitor Center Phone Calls (1-800#)	1,652	1,532	88	1,734	831	40	2,080	1,532	1,532
<b>Public Relations</b>									
Press Releases Distributed	3	13	108	12	10	83	12	12	12
Articles Published	289	122	41	300	2,150	717	300	125	125
Impressions	128,078,374	217,959,040	36	598,671,951	3,247,457,908	542	598,671,951	3.2M	3.2M
<b>Business Outreach</b>									
Request for Proposals (Group Leads)	38	64	160	40	48	109	44	65	65
Room Nights (Actual)	9,131	10,961	141	7,800	756	9	8,112	6,000	6,000
Room Revenue (Actual)	\$ 867,352	\$ 1,027,554	110	\$ 936,000	\$ 78,311	8	\$ 973,440	\$ 536,340	\$ 536,340
Food & Beverage Revenue (Projected)	\$ 196,505	\$ 343,175	367	\$ 93,600	\$ 33,750	35	\$ 97,344	\$ 150,000	\$ 150,000
In-person Outreach Contacts	1,101	786	233	337	261	65	404	800	800
Contacts with Expos & Tradeshow Attendees	43,653	45,633	105	43,600	4,642	11	43,600	20,000	20,000
TNM Attendees & Presentations	240	559	224	250	520	208	250	550	550



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## 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.

### 2011-2012 Accomplishments

- ◆ Began design of 42nd Ave S Phase III from Southcenter Blvd to S 160th St.

### 2013 Program Goals

- ◆ Complete design of 42nd Ave S Phase III from Southcenter Blvd to S 160th St.
- ◆ Complete Cascade View Safe Routes to School.
- ◆ Begin design of Thorndyke Safe Routes to School.

### 2014 Program Goals

- ◆ Complete Thorndyke Safe Routes to School.

## Expenditure & Revenue Summary

### Public Works – Residential Streets Fund 103

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ -	\$ 7,160	\$ -	\$ -	\$ -	0.00%	0.00%
20 Personnel Benefits	-	1,465	-	-	-	0.00%	0.00%
40 Prof Services	-	-	650,000	699,000	83,000	7.54%	-88.13%
60 Capital Outlays	300,000	-	-	328,000	567,000	0.00%	72.87%
00 Other	-	9,829	10,124	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>300,000</b>	<b>18,454</b>	<b>660,124</b>	<b>1,027,000</b>	<b>650,000</b>	<b>55.58%</b>	<b>-36.71%</b>

REVENUE							
Transfers In	-	-	220,000	100,000	100,000	-54.55%	0.00%
Cascade View State Grant	-	-	-	428,000	-	0.00%	-100.00%
Thorndyke State Grant	-	-	-	48,000	395,000	0.00%	722.92%
MVFT Cities	267,704	312,584	232,000	262,000	265,000	12.93%	1.15%
Miscellaneous Revenue	5,148	2,162	1,000	1,000	1,000	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 272,853</b>	<b>\$ 314,746</b>	<b>\$ 453,000</b>	<b>\$ 839,000</b>	<b>\$ 761,000</b>	<b>85.21%</b>	<b>-9.30%</b>

FUND BALANCE							
Change in Fund Balance *	(27,147)	296,292	(207,124)	(188,000)	111,000	-9.23%	-159.04%
Beginning Fund Balance	634,793	607,646	571,171	700,000	512,000	22.56%	-26.86%
Ending Fund Balance	607,646	903,937	364,047	512,000	623,000	40.64%	21.68%

\* Change in fund balance equals revenues over/(under) expenditures

## Budget Changes

Budget changes for the Residential Streets Fund include decreased engineering professional service costs and removal of indirect cost share budget. Additional funding for projects were added due to construction work planned for 2013-2014 biennium, which creates an annual investment in safe sidewalks in our neighborhoods. There is currently \$4 million investment in three residential communities for 2013-2014 and an additional \$2 million in the six year plan.

### Public Works – Residential Streets Fund 103

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
40-Prof Serv	650,000	-	-	49,000	-	-	699,000	-	-	(616,000)	-	-	83,000
60-Capital	-	-	-	328,000	-	-	328,000	-	-	239,000	-	-	567,000
Other	10,124	(10,124)	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 660,124	\$ (10,124)	\$ -	\$ 377,000	\$ -	\$ -	\$ 1,027,000	\$ -	\$ -	\$ (377,000)	\$ -	\$ -	\$ 650,000

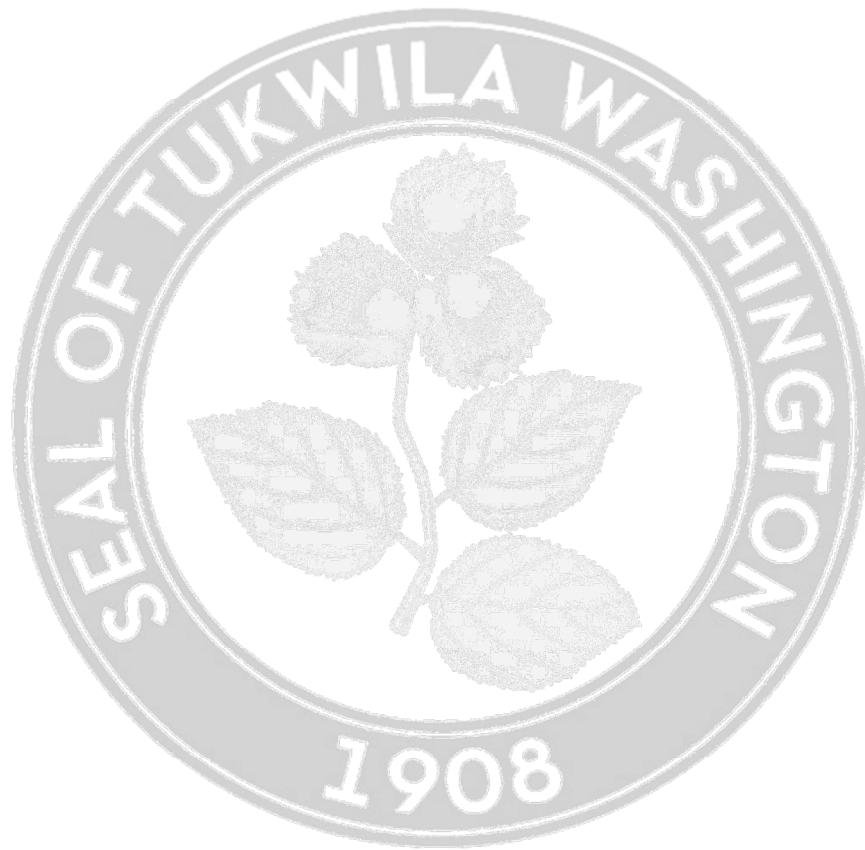


**Professional Services***Public Works – Residential Streets Fund 103*

<b>Account Number</b>	<b>Purpose</b>	<b>2013</b>	<b>2014</b>
103.98.595.800.41.00	40 - 42 Ave S Phase III	\$ 551,000	\$ -
103.98.595.800.41.00	Cascade View Safe Routes to Schools	100,000	-
103.98.595.800.41.00	Thorndyke Safe Routes to Schools	48,000	83,000
	<b>Total Professional Services</b>	<b>\$ 699,000</b>	<b>\$ 83,000</b>

**Capital Assets***Public Works – Residential Streets Fund 103*

<b>Account Number</b>	<b>Description</b>	<b>2013</b>	<b>2014</b>
103.98.595.800.61.00	Cascade View Land	\$ 78,000	\$ -
103.98.595.800.65.00	Cascade View Safe Routes to Schools	250,000	-
103.98.595.800.65.00	Thorndyke Safe Routes to Schools	-	567,000
	<b>Total Capital Assets</b>	<b>\$ 328,000</b>	<b>\$ 567,000</b>



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## 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.

### 2011-2012 Accomplishments

- ◆ Completed Annual Bridge Inspections and Repair Program in 2011 and 2012.
- ◆ Completed construction of Southcenter Parkway Extension Project.
- ◆ Completed construction of Tukwila Urban Center Access Project (Klickitat).
- ◆ Completed Annual Overlay and Repair and Annual Signal Programs in 2011 and 2012.
- ◆ Completed design of Tukwila Urban Center - Transit Center and Andover Park West.

### 2013 Program Goals

- ◆ Complete construction of Tukwila Urban Center - Transit Center and Andover Park West.
- ◆ Complete design of Tukwila Urban Center Pedestrian/Bicycle Bridge
- ◆ Complete design of Interurban Ave S.
- ◆ Complete Annual Bridge Inspections and Repair Program.
- ◆ Complete Annual Overlay and Repair and Annual Signal Program.
- ◆ Complete construction of East Marginal Way South Overlay & Repair.

### 2014 Program Goals

- ◆ Complete construction of Interurban Ave S.
- ◆ Complete Annual Bridge Inspections and Repair Program.
- ◆ Complete Annual Overlay and Repair and Annual Signal Program.

**Expenditure & Revenue Summary***Public Works – Bridges & Arterial Streets Fund 104*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 359,710	\$ 339,118	\$ 210,768	\$ 214,104	\$ 220,572	1.58%	3.02%
20 Personnel Benefits	109,841	96,485	62,436	60,321	63,719	-3.39%	5.63%
30 Supplies	40,067	31,523	-	-	-	0.00%	0.00%
40 Prof Services	3,013,129	4,241,554	4,589,000	4,701,000	3,153,000	2.44%	-32.93%
60 Capital Outlays	6,527,743	19,755,412	11,221,000	10,108,000	21,775,000	-9.92%	115.42%
00 Other	696,869	137,450	123,933	8,500,000	-	6758.54%	-100.00%
<b>EXPENDITURE TOTAL</b>	<b>10,747,359</b>	<b>24,601,543</b>	<b>16,207,137</b>	<b>23,583,425</b>	<b>25,212,291</b>	<b>45.51%</b>	<b>6.91%</b>

<b>REVENUE</b>							
Transfers In	1,980,078	2,000,000	2,000,000	4,550,000	1,850,000	127.50%	-59.34%
G.O. Bonds Proceeds	4,305,703	-	9,230,000	8,500,000	-	-7.91%	-100.00%
PWTF-Interurban	-	-	-	400,000	1,700,000	0.00%	325.00%
PWTF-BAR Bridge	-	-	-	280,000	2,220,000	0.00%	692.86%
State Grant-SC Parkway	-	1,820,374	2,998,000	-	-	0.00%	0.00%
State Grant-TUC Access	-	3,360,078	-	-	-	0.00%	0.00%
State Grant-TIB	3,620,831	222,346	-	-	-	0.00%	0.00%
State Grant-TIB III	1,816,937	180,063	-	-	-	0.00%	0.00%
State Grant-WSDOT Transit Center	-	-	2,400,000	4,735,000	-	97.29%	-100.00%
State Grant-Andover Park West	-	-	355,000	1,320,000	-	271.83%	-100.00%
State Grant-SC Parkway CERB	3,863,265	1,021,483	-	-	-	0.00%	0.00%
State Grant-SC Parkway capital	-	3,063,218	-	-	-	0.00%	0.00%
State Grant-TUC Ped Bridge Enhancem	-	-	487,000	-	-	0.00%	0.00%
State Grant - Interurban Ave S	-	-	-	-	4,000,000	0.00%	0.00%
Fed Grant-Tuk Urban Ctr Access	471,133	4,546,251	-	-	-	0.00%	0.00%
Fed Grant-Boeing Access Bridge	-	-	-	1,120,000	8,880,000	0.00%	692.86%
Fed Grant- SC Parkway	-	3,662,183	2,308,000	-	-	0.00%	0.00%
Fed Grant- Tuk Urban Ped/Bicycle	-	-	430,000	1,121,000	870,000	160.70%	-22.39%
Fed Grant- Interurban Ave S	21,667	-	-	-	5,000,000	0.00%	0.00%
Fed Grant- East Marginal Way Overlay	-	-	-	1,000,000	-	0.00%	-100.00%
Fed Grant-TIB	632,911	(77,985)	-	-	-	0.00%	0.00%
Fed Grant-TIB III	516,694	(97,656)	-	-	-	0.00%	0.00%
Fed Grant-TUC Transit Center	-	-	428,000	-	-	0.00%	0.00%
Fed Grant-Transit Oriented Developme	-	144,871	416,000	-	-	0.00%	0.00%
ARRRA Bicycle LOS Grant	57,791	7,491	7,000	-	-	0.00%	0.00%
Plan/Development Fees	363,671	142,269	436,000	242,000	50,000	-44.50%	-79.34%
MVFT Cities	125,979	147,098	112,581	112,000	112,000	-0.52%	0.00%
REET 2	189,026	127,918	100,000	130,000	130,000	30.00%	0.00%
Parking tax	143,939	153,454	111,257	151,000	151,000	35.72%	0.00%
Other	(2,129,631)	54,073	33,820	33,820	30,000	0.00%	-11.30%
<b>REVENUE TOTAL</b>	<b>\$ 15,979,993</b>	<b>\$ 20,477,529</b>	<b>\$ 21,852,658</b>	<b>\$ 23,694,820</b>	<b>\$ 24,993,000</b>	<b>8.43%</b>	<b>5.48%</b>

<b>FUND BALANCE</b>							
Change in Fund Balance *	5,232,635	(4,124,013)	5,645,521	111,395	(219,291)	-98.03%	-296.86%
Beginning Fund Balance	5,820,775	11,053,410	4,789,469	200,000	311,395	-95.82%	55.70%
Ending Fund Balance	11,053,410	6,929,396	10,434,990	311,395	92,104	-97.02%	-70.42%

\* Change in fund balance equals revenues over/(under) expenditures

## Budget Changes

Budget changes for the Bridges & Arterial Streets Fund include decreased engineering professional services and construction costs and removal of indirect cost share allocation. The bond issue in 2013 is for the Tukwila Urban Center Access (Klickitat) Project Local Improvement District (LID#33). The \$8.5 million transfer is the LID reimbursement to the General Fund.

### *Public Works – Bridges & Arterial Streets Fund 104*

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
10-Salaries	\$ 210,768	\$ 3,336	\$ -	\$ -	\$ -	\$ -	\$ 214,104	\$ 6,468	\$ -	\$ -	\$ -	\$ -	\$ 220,572
20-Benefits	62,436	(2,115)	-	-	-	-	60,321	3,398	-	-	-	-	63,719
40-Prof Serv	4,589,000	-	-	112,000	-	-	4,701,000	-	-	(1,548,000)	-	-	3,153,000
60-Capital	11,221,000	-	-	(1,113,000)	-	-	10,108,000	-	-	11,667,000	-	-	21,775,000
Transfers Out	123,933	(123,933)	-	8,500,000	-	-	8,500,000	-	-	(8,500,000)	-	-	-
Total	\$ 16,207,137	\$ (122,712)	\$ -	\$7,499,000	\$ -	\$ -	\$ 23,583,425	\$ 9,866	\$ -	\$1,619,000	\$ -	\$ -	\$ 25,212,291

## Salaries and Benefits

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

### *Public Works – Bridges & Arterial Streets Fund 104*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Senior Engineer	1	1	\$ 113,160	\$ 24,920	1	\$ 116,520	\$ 26,689
Project Manager	1	1	100,944	35,401	1	104,052	37,030
Department Total	2	2	\$ 214,104	\$ 60,321	2	\$ 220,572	\$ 63,719

**Professional Services***Public Works – Bridges & Arterial Streets Fund 104*

Account Number	Purpose	2013	2014
104.98.595.800.41.00	Annual Bridge Inspection and Repairs	\$ 75,000	\$ 70,000
104.98.595.800.41.00	Boeing Access Rd Bridge Rehabilitation	1,300,000	1,400,000
104.98.595.800.41.00	Tukwila Urban Center-Ped Bridge	1,171,000	-
104.98.595.800.41.00	S 144th St Phase II	68,000	-
104.98.595.800.41.00	Annual Overlay and Repair Program	275,000	275,000
104.98.595.800.41.00	Annual Overlay and Repair Program E Marginal Way South	275,000	-
104.98.595.800.41.00	ADA Improvements	63,000	13,000
104.98.595.800.41.00	Tukwila Urban Center-Transit Center	603,000	-
104.98.595.800.41.00	Andover Pk W Street Improvements	184,000	-
104.98.595.800.41.00	Interurban Ave S	400,000	1,300,000
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	100,000	-
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	\$ 4,701,000	\$ 3,153,000

**Capital Assets***Public Works – Bridges & Arterial Streets Fund 104*

Account Number	Purpose	2013	2014
104.98.595.800.65.00	Annual Bridge Inspection and Repairs	\$ 200,000	\$ 200,000
104.98.595.800.61.00	Boeing Access Rd Bridge Rehabilitation Land	100,000	-
104.98.595.800.65.00	Boeing Access Rd Bridge Rehabilitation	-	9,700,000
104.98.595.800.61.00	Tukwila Urban Center-Ped Bridge Land	-	1,100,000
104.98.595.800.65.00	Annual Overlay and Repair Program	1,175,000	1,225,000
104.98.595.800.65.00	Annual Overlay and Repair Program E Marginal Way South	1,200,000	-
104.98.595.800.64.00	Annual Traffic Signal Program	150,000	100,000
104.98.595.800.65.00	ADA Improvements	100,000	50,000
104.98.595.800.61.00	Tukwila Urban Center-Transit Center Land	863,000	-
104.98.595.800.65.00	Tukwila Urban Center-Transit Center	4,664,000	-
104.98.595.800.61.00	Andover Pk W Land	60,000	-
104.98.595.800.65.00	Andover Pk W	1,596,000	-
104.98.595.800.65.00	Interurban Ave S	-	9,400,000
	Total Capital	\$ 10,108,000	\$ 21,775,000

	Total Professional Services & Capital Assets	\$ 14,809,000	\$ 24,928,000
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**DEPARTMENT:** N/A  
**FUND:** Contingency Fund  
**RESPONSIBLE MANAGER:** Peggy McCarthy

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

### Description

Sufficient fund balances and reserve levels are important for the long-term financial stability of the City. This fund provides for a reserve fund balance equal to or greater than 10% of the previous General Fund revenue, exclusive of significant non-operating, non-recurring revenues such as real estate sales or transfers in from other funds. Amounts held in this fund can be used for more restrictive, emergency type purposes. All expenditures from this fund require Council approval.

### Expenditure & Revenue Summary

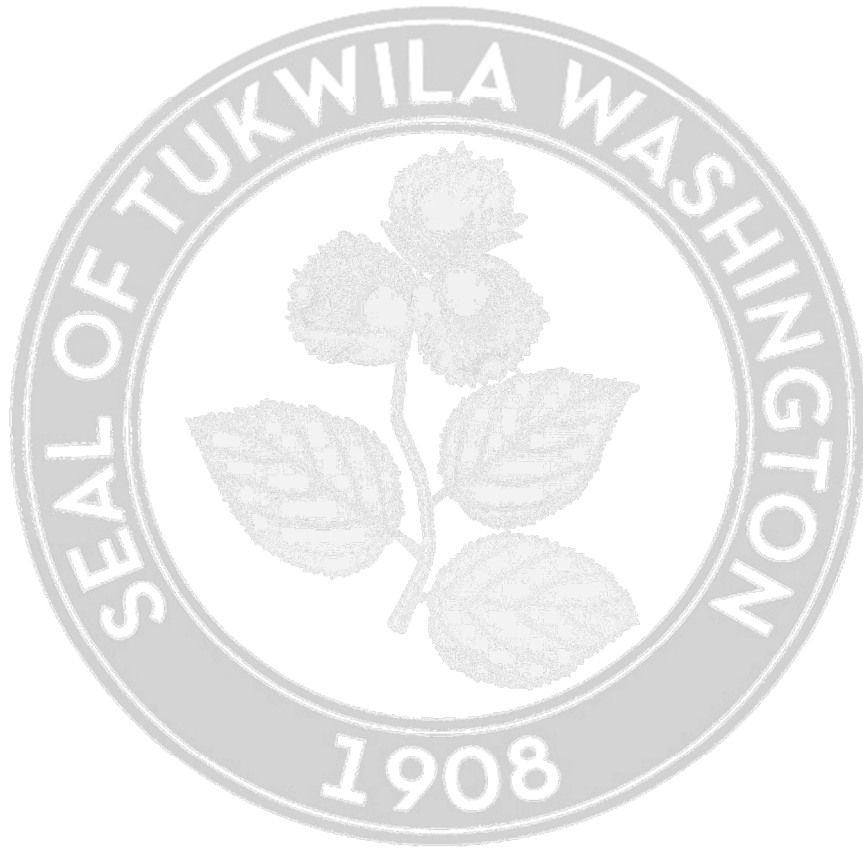
#### *Contingency Fund 105*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
00 Other	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
<b>EXPENDITURE TOTAL</b>	-	-	-	-	-	<b>0.00%</b>	<b>0.00%</b>

<b>REVENUE</b>							
Transfers In-General Fund	-	566,260	-	1,500,000	2,200,000	0.00%	46.67%
Miscellaneous Revenue	4,007	1,999	1,816	1,816	1,816	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 4,007</b>	<b>\$ 568,259</b>	<b>\$ 1,816</b>	<b>\$ 1,501,816</b>	<b>\$ 2,201,816</b>	<b>82599.12%</b>	<b>46.61%</b>

<b>FUND BALANCE</b>							
Change in Fund Balance *	4,007	568,259	1,816	1,501,816	2,201,816	82599.12%	46.61%
Beginning Fund Balance	885,462	889,470	1,293,816	1,500,000	3,001,816	15.94%	100.12%
Ending Fund Balance	889,470	1,457,728	1,295,632	3,001,816	5,203,632	131.69%	73.35%

\* Change in fund balance equals revenues over/ (under) expenditures



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**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.

## Expenditure & Revenue Summary

### *Fire Equipment Cumulative Reserve Fund 107*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ -	\$ -	\$ 12,000	\$ -	\$ -	-100.00%	0.00%
60 Capital Outlays	713	-	-	-	-	0.00%	0.00%
00 Other	-	14	15	1,030,000	-	6866566.67%	-100.00%
<b>EXPENDITURE TOTAL</b>	<b>713</b>	<b>14</b>	<b>12,015</b>	<b>1,030,000</b>	<b>-</b>	<b>8472.62%</b>	<b>-100.00%</b>

<b>REVENUE</b>							
Sound Transit Mitigation	101,646	-	-	-	-	0.00%	0.00%
Transfers In-General Fund	-	130,000	130,000	-	-	-100.00%	0.00%
Miscellaneous Revenue	2,416	15,921	1,685	-	-	-100.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 104,061</b>	<b>\$ 145,921</b>	<b>\$ 131,685</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100.00%</b>	<b>0.00%</b>

<b>FUND BALANCE</b>							
Change in Fund Balance *	103,349	145,907	119,670	(1,030,000)	-	-960.70%	-100.00%
Beginning Fund Balance	641,542	744,890	769,671	1,030,000	-	33.82%	-100.00%
Ending Fund Balance	744,890	890,797	889,341	-	-	-100.00%	0.00%

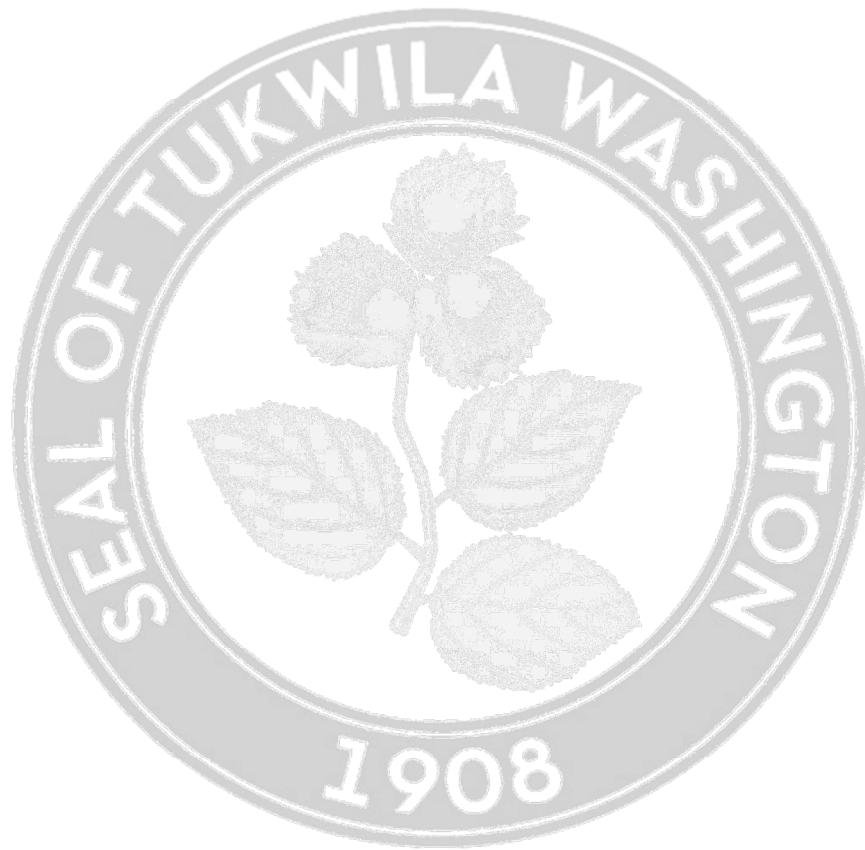
\* Change in fund balance equals revenues over/ (under) expenditures

## Budget Changes

Budget changes for the Fire Equipment Cumulative Reserve include appropriation for equipment replacement and maintenance of vehicles. Other changes include a fund balance transfer out to Fund 501 to facilitate the replacement and maintenance of fire apparatus as well as removal of the indirect cost share budget. Discretionary budget represents reserve funding for replacement of aerial ladder and other fire engines. This replacement budget has been transferred to the Fire Department and included with other equipment replacement budget. The remaining balance of the fund has been transferred to the Equipment Rental & Replacement fund 501 and allocated to the aerial ladder truck replacement.

### *Fire Equipment Cumulative Reserve Fund 107*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
30-Supplies	\$ 12,000	\$ -	\$ (12,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60-Capital	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	15	(15)	-	-	-	1,030,000	1,030,000	-	-	-	-	(1,030,000)	-
Total	\$ 12,015	\$ (15)	\$ (12,000)	\$ -	\$ -	\$ 1,030,000	\$ 1,030,000	\$ -	\$ -	\$ -	\$ -	\$ (1,030,000)	\$ -



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**DEPARTMENT:** Police  
**FUND:** Drug Seizure Fund  
**RESPONSIBLE MANAGER:** Mike Villa

**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.

### Expenditure & Revenue Summary

#### *Police – Drug Seizure Fund 109*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
30 Supplies	\$ 5,806	\$ 3,111	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	0.00%
40 Prof Services	2,108	603	22,000	22,000	22,000	0.00%	0.00%
50 Intergovt. Services & Taxes	-	-	-	30,000	30,000	0.00%	0.00%
60 Capital Outlays	59,570	236,024	53,000	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>67,484</b>	<b>239,738</b>	<b>78,000</b>	<b>55,000</b>	<b>55,000</b>	<b>-29.49%</b>	<b>0.00%</b>

REVENUE							
Transfers In-General Fund	-	75,000	75,000	75,000	75,000	0.00%	0.00%
Confiscated/Forfeited Property	160,027	78,120	20,000	20,000	20,000	0.00%	0.00%
Miscellaneous Revenue	2,373	305	1,000	1,000	1,000	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 162,400</b>	<b>\$ 153,425</b>	<b>\$ 96,000</b>	<b>\$ 96,000</b>	<b>\$ 96,000</b>	<b>0.00%</b>	<b>0.00%</b>

FUND BALANCE							
Change in Fund Balance *	94,916	(86,313)	18,000	41,000	41,000	127.78%	0.00%
Beginning Fund Balance	221,108	316,024	112,000	280,000	321,000	150.00%	14.64%
Ending Fund Balance	316,024	229,711	130,000	321,000	362,000	146.92%	12.77%

\* Change in fund balance equals revenues over/ (under) expenditures

### Budget Changes

The only budget change for the Drug Seizure Fund is increased budget for intergovernmental service to help fund a gang outreach worker via a joint funding program between the Valley Cities Mayors Coalition.

#### *Police – Drug Seizure Fund 109*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
30-Supplies	3,000	-	-	-	-	-	3,000	-	-	-	-	-	3,000
40-Prof Serv	22,000	-	-	-	-	-	22,000	-	-	-	-	-	22,000
50-Intergov	-	-	-	30,000	-	-	30,000	-	-	-	-	-	30,000
60-Capital	53,000	(53,000)	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 78,000</b>	<b>\$ (53,000)</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>

**Professional Services***Police – Drug Seizure Fund 109*

Account Number	Purpose	2013	2014
109.00.521.250.41.00	Professional Services	\$ 10,000	\$ 10,000
109.00.521.250.45.00	Operating Rentals & Leases	10,000	10,000
109.00.521.250.49.00	Miscellaneous	2,000	2,000
	Total Professional Services	\$ 22,000	\$ 22,000

## DEBT SERVICE SUMMARY

### Budget Changes

Non-discretionary budget changes for Debt Service Funds include appropriation changes for bond principal and interest payments per the debt service schedules. Bond issues are planned for the Local Improvement District, LID #33. Other changes include the payoff in 2013 of the golf course portion of the 2003 bond issue.

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
10-Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20-Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-
30-Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
40-Prof Serv	-	-	-	-	-	-	-	-	-	-	-	-	-
70-Principal	\$ 2,052,907	\$ 808,093	\$2,665,000	\$ -	\$ -	\$ -	\$ 5,526,000	\$ (2,735,000)	\$ -	\$ -	\$ -	\$ -	\$ 2,791,000
80-Interest	1,249,003	115,028	-	-	-	-	1,364,031	(213,836)	-	-	-	-	1,150,195
Other	46,664	-	(46,664)	-	-	-	-	-	-	-	-	-	-
Total	\$ 3,348,574	\$ 923,121	\$2,618,336	\$ -	\$ -	\$ -	\$ 6,890,031	\$ (2,948,836)	\$ -	\$ -	\$ -	\$ -	\$ 3,941,195

### SCHEDULE OF BUDGETED GENERAL OBLIGATION LONG-TERM DEBT

	Fund 209	Fund 210	Fund 211	Fund 212	Fund 214	Fund 216	Fund 217	Fund 233	
	LTGO Bonds, 2003	LTGO Refunding Bonds, 2003	LTGO Refunding Bonds, 2008	LTGO Bonds, 2009, SCORE	LTGO Bonds, 2010	LTGO Bonds, 2010, ValleyComm	LTGO Refunding Bonds, 2011	LTGO Bonds, 2013, L.I.D	Total GO Debt
2013	3,379,788	490,500	737,000	430,157	584,075	240,880	167,975	859,000	6,889,374 *
2014	-	488,250	812,000	429,815	583,425	229,280	547,675	848,400	3,938,844 *
2015	-	-	811,300	428,183	585,650	228,800	545,825	837,000	3,436,757
2016	-	-	811,100	427,960	585,450	-	548,675	825,300	3,198,485
2017	-	-	809,900	427,461	581,190	-	552,300	813,000	3,183,851
2018	-	-	809,100	428,288	575,152	-	549,250	799,200	3,160,990
2019	-	-	810,900	427,973	567,307	-	548,700	783,900	3,138,780
2020	-	-	-	427,869	558,182	-	545,300	767,100	2,298,451
2021	-	-	-	426,239	552,520	-	546,300	748,800	2,273,858
2022	-	-	-	427,532	543,175	-	551,500	729,300	2,251,506
2023	-	-	-	427,379	533,018	-	545,900	709,200	2,215,497
2024	-	-	-	426,885	527,050	-	-	688,200	1,642,135
2025	-	-	-	426,356	-	-	-	666,900	1,093,256
2026	-	-	-	426,130	-	-	-	645,000	1,071,130
2027	-	-	-	425,896	-	-	-	622,800	1,048,696
2028	-	-	-	425,636	-	-	-	-	425,636
2029	-	-	-	425,335	-	-	-	-	425,335
2030	-	-	-	424,791	-	-	-	-	424,791
2031	-	-	-	424,762	-	-	-	-	424,762
2032	-	-	-	424,201	-	-	-	-	424,201
2033	-	-	-	423,889	-	-	-	-	423,889
2034	-	-	-	423,792	-	-	-	-	423,792
2035	-	-	-	423,485	-	-	-	-	423,485
2036	-	-	-	422,950	-	-	-	-	422,950
2037	-	-	-	422,561	-	-	-	-	422,561
2038	-	-	-	422,284	-	-	-	-	422,284
2039	-	-	-	422,085	-	-	-	-	422,085
Totals	\$ 3,379,788	\$ 978,750	\$ 5,601,300	\$ 11,499,894	\$ 6,776,191	\$ 698,960	\$ 5,649,400	\$ 11,343,100	\$ 45,927,382

\*Total existing GO Debt from the schedule above is below budgeted principal and interest payments, \$657 under for 2013 and \$2,351 under for 2014. This is due to the inclusion of debt service registration costs in Debt Service Funds 212 & 214.

**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 Arterial Street projects including South Park Bridge transfer and for construction of a new golf course clubhouse. In December 2011, this fund assumed the Golf Course portion of this debt and the Arterial Street portion was refunded. The golf course portion of this debt is scheduled to be paid off in December 2013.

### Expenditure & Revenue Summary

#### G.O. Bonds 2003

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
70 Principal	\$ 325,028	\$ 337,774	\$ 353,707	\$ 3,240,000	\$ -	816.01%	-100.00%
80 Interest	260,921	247,180	232,752	139,787	-	-39.94%	-100.00%
00 Other	-	6,690	6,891	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>585,949</b>	<b>591,644</b>	<b>593,350</b>	<b>3,379,787</b>	<b>-</b>	<b>469.61%</b>	<b>-100.00%</b>

REVENUE							
Transfer in	578,227	3,894,532	593,350	76,788	-	-87.06%	-100.00%
Investment Interest	236	-	1,000	-	-	-100.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 578,463</b>	<b>\$ 3,894,532</b>	<b>\$ 594,350</b>	<b>\$ 76,788</b>	<b>\$ -</b>	<b>-87.08%</b>	<b>-100.00%</b>

FUND BALANCE							
Change in Fund Balance *	(7,486)	3,302,888	1,000	(3,303,000)	-	-330399.95%	-100.00%
Beginning Fund Balance	7,639	153	3,302,960	3,303,000	1	0.00%	-100.00%
Ending Fund Balance	153	3,303,041	3,303,960	1	1	-100.00%	0.00%

\* Change in fund balance equals revenues over/(under) expenditures

**DEPARTMENT:** N/A**DIVISION:** N/A**FUND:** Limited Tax, G.O. Refunding Bonds, 2003**FUND NUMBER:** 210**Description**

This fund provides payment to the Fiscal Agent for principal and interest 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. Refunding bonds were issued in 2003 and will mature on December 1, 2014. Original issue was for \$4,195,000.

**Expenditure & Revenue Summary***G.O. Refunding Bonds 2003*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
70 Principal	\$ 395,000	\$ 410,000	\$ 425,000	\$ 445,000	\$ 465,000	4.71%	4.49%
80 Interest	94,700	79,202	63,500	45,500	23,250	-28.35%	-48.90%
00 Other	-	12,032	12,393	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>489,700</b>	<b>501,234</b>	<b>500,893</b>	<b>490,500</b>	<b>488,250</b>	<b>-2.07%</b>	<b>-0.46%</b>

<b>REVENUE</b>							
Transfers In - General Fund	-	500,932	499,893	490,500	488,250	-1.88%	-0.46%
Investment Interest	356	-	1,000	-	-	-100.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 356</b>	<b>\$ 500,932</b>	<b>\$ 500,893</b>	<b>\$ 490,500</b>	<b>\$ 488,250</b>	<b>-2.07%</b>	<b>-0.46%</b>

<b>FUND BALANCE</b>							
Change in Fund Balance *	(489,344)	(302)	-	-	-	0.00%	0.00%
Beginning Fund Balance	489,646	302	1,000	1,000	1,000	0.00%	0.00%
Ending Fund Balance	302	-	1,000	1,000	1,000	0.00%	0.00%

\* Change in fund balance equals revenues over/(under) expenditures

**DEPARTMENT:** N/A**DIVISION:** N/A**FUND:** Limited Tax, G.O. Refunding Bonds, 2008**FUND NUMBER:** 211**Description**

This fund provides payment to the Fiscal Agent for principal and interest 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.

**Expenditure & Revenue Summary***G.O. Refunding Bonds 2008*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
70 Principal	\$ 515,000	\$ 535,000	\$ 550,000	\$ 500,000	\$ 595,000	-9.09%	19.00%
80 Interest	301,060	280,702	260,000	237,000	217,000	-8.85%	-8.44%
00 Other	-	20,429	21,042	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>816,060</b>	<b>836,131</b>	<b>831,042</b>	<b>737,000</b>	<b>812,000</b>	<b>-11.32%</b>	<b>10.18%</b>

<b>REVENUE</b>							
Transfer In - General Fund	796,702	854,277	830,042	737,000	812,000	-11.21%	10.18%
Investment Interest	462	2	1,000	-	-	-100.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 797,164</b>	<b>\$ 854,280</b>	<b>\$ 831,042</b>	<b>\$ 737,000</b>	<b>\$ 812,000</b>	<b>-11.32%</b>	<b>10.18%</b>

<b>FUND BALANCE</b>							
Change in Fund Balance *	(18,896)	18,149	-	-	-	0.00%	0.00%
Beginning Fund Balance	6,155	(12,741)	1,000	1,000	1,000	0.00%	0.00%
Ending Fund Balance	(12,741)	5,408	1,000	1,000	1,000	0.00%	0.00%

\* Change in fund balance equals revenues over/(under) expenditures



**DEPARTMENT:** N/A**FUND:** SCORE Limited Tax, G.O. Bonds 2009**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 SCORE jail, a correctional facility, along with six other cities. The City's total portion of debt is \$6,898,800.

**Expenditure & Revenue Summary***SCORE -G.O. Bonds 2009*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
70 Principal	\$ -	\$ -	\$ 153,200	\$ 156,000	\$ 159,000	1.83%	1.92%
80 Interest	-	-	278,451	273,815	272,166	-1.66%	-0.60%
00 Other	-	6,154	6,338	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	-	<b>6,154</b>	<b>437,989</b>	<b>429,815</b>	<b>431,166</b>	<b>-1.87%</b>	<b>0.31%</b>

REVENUE							
Transfers In - General Fund	-	7,477	284,789	432,000	432,000	51.69%	0.00%
Capital contribution SCORE	-	-	153,200	-	-		
<b>REVENUE TOTAL</b>	<b>\$ -</b>	<b>\$ 7,477</b>	<b>\$ 437,989</b>	<b>\$ 432,000</b>	<b>\$ 432,000</b>	<b>-1.37%</b>	<b>0.00%</b>

FUND BALANCE							
Change in Fund Balance *	-	1,323	-	2,185	834	0.00%	-61.83%
Beginning Fund Balance	-	-	-	1,000	3,185	0.00%	218.50%
Ending Fund Balance	-	1,323	-	3,185	4,019	0.00%	26.19%

\* Change in fund balance equals revenues over/(under) expenditures

**DEPARTMENT:** N/A  
**FUND:** Limited Tax G.O. Bonds 2010

**DIVISION:** N/A  
**FUND NUMBER:** 214

### Description

Fund 214 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. Bonds were issued on July 29, 2010 and will mature on December 1, 2024. The original issue was for \$5,870,000.

### Expenditure & Revenue Summary

#### G.O. Bonds 2010

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
70 Principal	\$ 115,000	\$ 340,000	\$ 345,000	\$ 355,000	\$ 365,000	2.90%	2.82%
80 Interest	84,222	246,978	239,425	230,074	219,424	-3.91%	-4.63%
<b>EXPENDITURE TOTAL</b>	<b>199,222</b>	<b>586,978</b>	<b>584,425</b>	<b>585,074</b>	<b>584,424</b>	<b>0.11%</b>	<b>-0.11%</b>

REVENUE							
Transfers In - General Fund	-	525,568	517,768	519,400	518,400	0.32%	-0.19%
Interest Rate Credit	22,589	66,657	66,657	66,657	66,657	0.00%	0.00%
Other	176,687	-	-	-	-	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 199,276</b>	<b>\$ 592,225</b>	<b>\$ 584,425</b>	<b>\$ 586,057</b>	<b>\$ 585,057</b>	<b>0.28%</b>	<b>-0.17%</b>

FUND BALANCE							
Change in Fund Balance *	54	5,247	-	983	633	0.00%	-35.61%
Beginning Fund Balance	(0)	54	-	1,000	1,983	0.00%	98.30%
Ending Fund Balance	54	5,301	-	1,983	2,616	0.00%	31.92%

\* Change in fund balance equals revenues over/(under) expenditures

**DEPARTMENT:** N/A**DIVISION:** N/A**FUND:** Valley Communications Limited Tax G.O.  
Refunding Bonds 2010**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.

**Expenditure & Revenue Summary***G.O. Refunding Bonds, 2010*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
70 Principal	\$ 1,086,000	\$ 144,000	\$ 201,000	\$ 215,000	\$ 212,000	6.97%	-1.40%
80 Interest	25,186	27,790	31,910	25,880	17,280	-18.90%	-33.23%
<b>EXPENDITURE TOTAL</b>	<b>1,111,186</b>	<b>171,790</b>	<b>232,910</b>	<b>240,880</b>	<b>229,280</b>	<b>3.42%</b>	<b>-4.82%</b>

REVENUE							
Transfer In - General Fund	-	170,990	232,910	241,000	230,000	3.47%	-4.56%
Other	1,112,000	-	-	-	-		
<b>REVENUE TOTAL</b>	<b>\$ 1,112,000</b>	<b>\$ 170,990</b>	<b>\$ 232,910</b>	<b>\$ 241,000</b>	<b>\$ 230,000</b>	<b>3.47%</b>	<b>-4.56%</b>

FUND BALANCE							
Change in Fund Balance *	814	(800)	-	120	720	0.00%	500.00%
Beginning Fund Balance	-	814	14	1,000	1,120	7042.86%	12.00%
Ending Fund Balance	814	14	-	1,120	1,840	0.00%	64.29%

\* Change in fund balance equals revenues over/(under) expenditures

**DEPARTMENT:** N/A  
**FUND:** Limited Tax G.O. Refunding Bonds 2011

**DIVISION:** N/A  
**FUND NUMBER:** 217

**Description:**

This fund provides payment to the Fiscal agent for principal and interest on bonds issued in December 2011 to refund a portion of the bonds that were originally issued in 2003 for the City's Arterial Street program.

**Expenditure & Revenue Summary**

*G.O. Refunding Bonds, 2011*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
70 Principal	\$ -	\$ -	\$ 25,000	\$ 15,000	\$ 395,000	-40.00%	2533.33%
80 Interest	-	-	142,965	152,975	152,675	7.00%	-0.20%
<b>EXPENDITURE TOTAL</b>	-	-	<b>167,965</b>	<b>167,975</b>	<b>547,675</b>	<b>0.01%</b>	<b>226.05%</b>

REVENUE							
Transfer In - General Fund	-	-	167,965	168,000	548,000	0.02%	226.19%
<b>REVENUE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 167,965</b>	<b>\$ 168,000</b>	<b>\$ 548,000</b>	<b>0.02%</b>	<b>226.19%</b>

FUND BALANCE							
Change in Fund Balance *	-	-	-	25	325	0.00%	1200.00%
Beginning Fund Balance	-	-	-	1,000	1,025	0.00%	2.50%
Ending Fund Balance	-	-	-	1,025	1,350	0.00%	31.71%

\* Change in fund balance equals revenues over/(under) expenditures

**DEPARTMENT:** N/A**DIVISION:** N/A**FUND:** Local Improvement District Limited Tax G.O.  
Refunding Bonds 2013**FUND NUMBER:** 233**Description:**

This fund provides payment to the Fiscal Agent for anticipated principal and interest payments required per the debt service schedule for bonds issued for the Local Improvement District, LID #33. The bonds are expected to be issued in 2013.

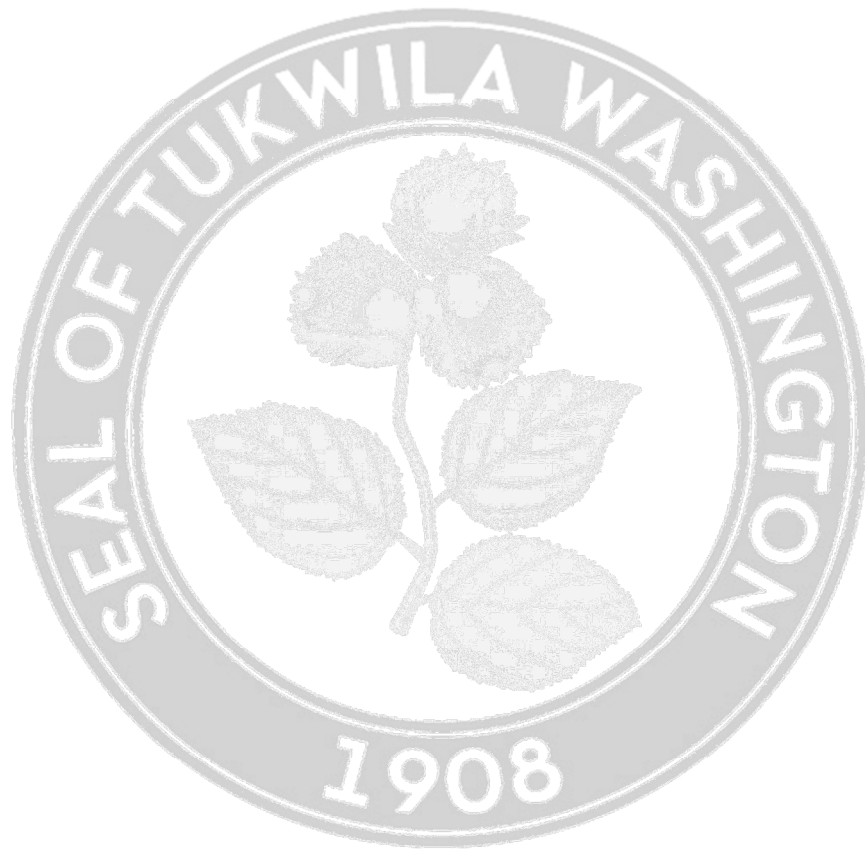
**Expenditure & Revenue Summary***Fund 233*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
70 Principal	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	0.00%	0.00%
80 Interest	-	-	-	259,000	248,400	0.00%	-4.09%
<b>EXPENDITURE TOTAL</b>	-	-	-	<b>859,000</b>	<b>848,400</b>	<b>0.00%</b>	<b>-1.23%</b>

REVENUE							
LID Assessment	-	-	-	859,000	848,400	0.00%	-1.23%
<b>REVENUE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 859,000</b>	<b>\$ 848,400</b>	<b>0.00%</b>	<b>-1.23%</b>

FUND BALANCE							
Change in Fund Balance *	-	-	-	-	-	0.00%	0.00%
Beginning Fund Balance	-	-	-	-	-	0.00%	0.00%
Ending Fund Balance	-	-	-	-	-	0.00%	0.00%

\* Change in fund balance equals revenues over/(under) expenditures



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## Goals & Accomplishments

**DEPARTMENT:** N/A

**FUND:** Land Acquisition, Rec & Park Development

**RESPONSIBLE MANAGER:** Bob Giberson

**DIVISION:** N/A

**FUND NUMBER:** 301

**POSITION:** Director

### Description

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

### 2011-2012 Accomplishments

- ◆ Purchased additional land for Duwamish Hill Preserve.
- ◆ Completed construction of Tukwila Community Center (TCC) Spray Park Sewer Connection.
- ◆ Began design of Duwamish Gardens.

### 2013 Program Goals

- ◆ Continue with Duwamish Hill Preserve improvements.
- ◆ Complete Parks, Recreation & Open Space Plan update.
- ◆ Continue Greenbelt & Multipurpose Trails and Black River Trail Connector Projects.
- ◆ Complete design of Duwamish Gardens.

### 2014 Program Goals

- ◆ Continue with Duwamish Hill Preserve improvements.
- ◆ Complete demolition of buildings and begin construction of Duwamish Gardens.

## Expenditure & Revenue Summary

### Land Acquisition, Recreation & Park Development Fund 301

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 8,959	\$ 10,918	\$ -	\$ -	\$ -	0.00%	0.00%
20 Personnel Benefits	2,833	3,233	-	-	-	0.00%	0.00%
30 Supplies	15,845	1,403	-	-	-	0.00%	0.00%
40 Prof Services	73,470	44,085	239,000	952,000	882,000	298.33%	-7.35%
60 Capital Outlays	225,648	64,382	1,810,000	170,000	1,800,000	-90.61%	958.82%
00 Other	60,446	3,400,681	100,653	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>387,201</b>	<b>3,524,702</b>	<b>2,149,653</b>	<b>1,122,000</b>	<b>2,682,000</b>	<b>-47.81%</b>	<b>139.04%</b>

REVENUE							
Tax Levy	-	(306)	65,000	34,000	-	-47.69%	-100.00%
Transfers-In	-	-	-	-	212,000	0.00%	0.00%
KC Duwamish Gardens	-	-	-	350,000	370,000	0.00%	5.71%
Riverbend Creek Flap Gate	-	-	500,000	-	-	-100.00%	0.00%
Duwamish Hill Preserve	-	-	-	50,000	-	0.00%	-100.00%
Duwamish Gardens	-	(76,852)	-	-	1,500,000	0.00%	0.00%
Duwamish Hill Preserve - State	-	-	-	515,000	-	0.00%	-100.00%
Tuk South Ped Bridge - State	-	-	-	-	100,000	0.00%	0.00%
Tuk South Ped Bridge - Mitigation	-	-	-	-	500,000	0.00%	0.00%
REET 1	189,026	127,918	100,000	130,000	130,000	30.00%	0.00%
Park Impact Fees	108,177	88,487	25,000	60,000	115,000	140.00%	91.67%
Miscellaneous Revenue	195,165	39,916	12,250	10,000	1,000	-18.37%	-90.00%
<b>REVENUE TOTAL</b>	<b>\$ 492,368</b>	<b>\$ 179,163</b>	<b>\$ 702,250</b>	<b>\$ 1,149,000</b>	<b>\$ 2,928,000</b>	<b>63.62%</b>	<b>154.83%</b>

FUND BALANCE							
Change in Fund Balance *	105,167	(3,345,539)	(1,447,403)	27,000	246,000	-101.87%	811.11%
Beginning Fund Balance	4,668,345	4,773,512	3,993,522	500,000	527,000	-87.48%	5.40%
Ending Fund Balance	4,773,512	1,427,973	2,546,119	527,000	773,000	-79.30%	46.68%

\* Change in fund balance equals revenues over/(under) expenditures

## Budget Changes

Budget changes for the Land Acquisition, Recreation and Park Fund include appropriations for planned professional services and construction work for 2013-2014 biennial budget and removal of indirect cost allocation.

### Land Acquisition, Recreation & Park Development Fund 301

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
40-Prof Serv	239,000	-	-	713,000	-	-	952,000	-	-	(70,000)	-	-	882,000
60-Capital	1,810,000	(1,000,000)	-	(640,000)	-	-	170,000	-	-	1,630,000	-	-	1,800,000
Other	100,653	(100,653)	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 2,149,653	\$ (1,100,653)	\$ -	\$ 73,000	\$ -	\$ -	\$ 1,122,000	\$ -	\$ -	\$ 1,560,000	\$ -	\$ -	\$ 2,682,000

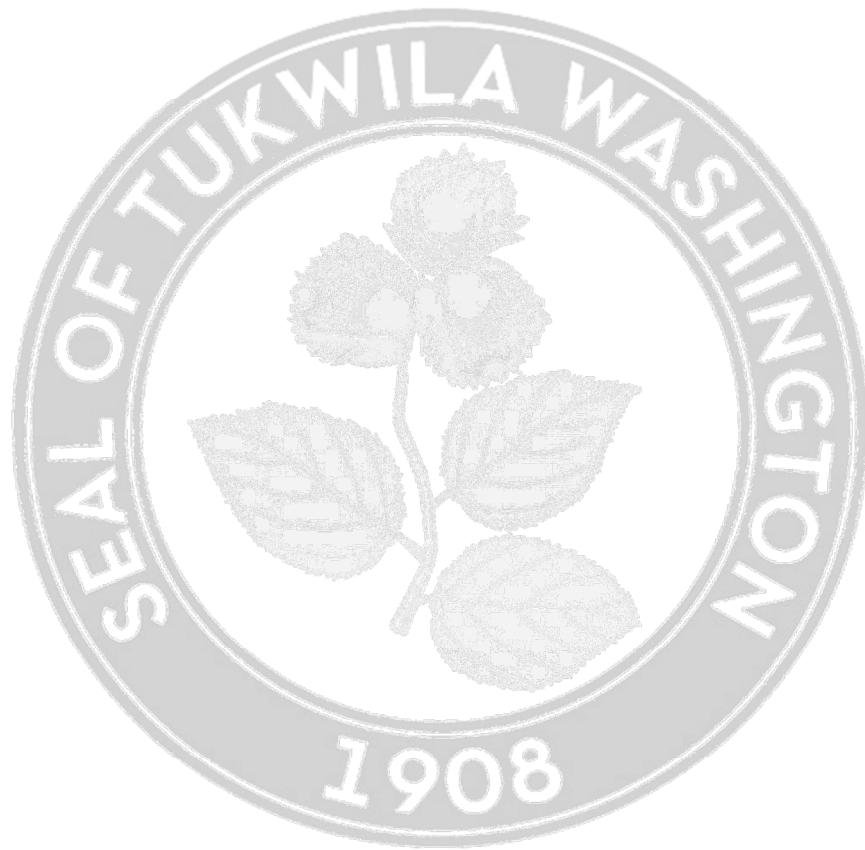


**Professional Services***Land Acquisition, Recreation & Park Development Fund 301*

<b>Account Number</b>	<b>Purpose</b>	<b>2013</b>	<b>2014</b>
301.98.594.760.41.00	Duwamish Hill Preserve	\$ 510,000	\$ 20,000
301.98.594.760.41.00	Parks and Recreation Open Space Plan	100,000	-
301.98.594.760.41.00	Fort Dent Park	27,000	-
301.98.594.760.41.00	Black River Trail Connector	23,000	-
301.98.594.760.41.00	Tukwila South Pedestrian/Bicycle Bridge	-	600,000
301.98.594.760.41.00	WRIA 9 Watershed Planning	12,000	12,000
301.98.594.760.41.00	Duwamish Gardens	280,000	250,000
	<b>Total Professional Services</b>	<b>\$ 952,000</b>	<b>\$ 882,000</b>

**Capital Assets***Land Acquisition, Recreation & Park Development Fund 301*

<b>Account Number</b>	<b>Purpose</b>	<b>2013</b>	<b>2014</b>
301.98.594.760.65.00	Duwamish Hill Preserve	\$ 100,000	\$ 50,000
301.98.594.760.65.00	Duwamish Gardens	70,000	1,750,000
	<b>Total Professional Services</b>	<b>\$ 170,000</b>	<b>\$ 1,800,000</b>



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## Goals & Accomplishments

**DEPARTMENT:** N/A

**FUND:** Facility Replacement

**RESPONSIBLE MANAGER:** Bob Giberson

**DIVISION:** N/A

**FUND NUMBER:** 302

**POSITION:** Director

### Description

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

### 2011-2012 Accomplishments

- ◆ Executed disposition and development agreement for Tukwila Village.

### 2013 Program Goals

- ◆ Vacate the Tukwila Village portion of 41st Ave S.
- ◆ Form community non-profit to manage the Tukwila Village plaza and commons.
- ◆ Analysis of all City facilities.

### 2014 Program Goals

- ◆ Market the former Newporter Motel property for sale in 2015.

## Expenditure & Revenue Summary

### Facility Replacement Fund 302

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 7,190	\$ 1,332	\$ -	\$ -	\$ -	0.00%	0.00%
20 Personnel Benefits	1,648	236	-	-	-	0.00%	0.00%
30 Supplies	103	53	-	-	-	0.00%	0.00%
40 Prof Services	15,997	8,574	14,000	518,000	10,000	3600.00%	-98.07%
60 Capital Outlays	-	-	73,000	72,000	-	-1.37%	-100.00%
00 Other	-	24,563	25,300	-	4,355,000	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>24,938</b>	<b>34,759</b>	<b>112,300</b>	<b>590,000</b>	<b>4,365,000</b>	<b>425.38%</b>	<b>639.83%</b>

REVENUE							
City Hall/Maint Bond	-	-	-	-	-	0.00%	0.00%
Tuk Village Land Sale	-	-	-	-	4,355,000	0.00%	0.00%
Miscellaneous Revenue	9,667	3,126	5,928	5,602	5,602	-5.50%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 9,667</b>	<b>\$ 3,126</b>	<b>\$ 5,928</b>	<b>\$ 5,602</b>	<b>\$ 4,360,602</b>	<b>-5.50%</b>	<b>77740.09%</b>

FUND BALANCE							
Change in Fund Balance *	(15,271)	(31,633)	(106,372)	(584,398)	(4,398)	449.39%	-99.25%
Beginning Fund Balance	2,073,918	2,058,647	1,880,193	2,000,000	1,415,602	6.37%	-29.22%
Ending Fund Balance	2,058,647	2,027,014	1,773,821	1,415,602	1,411,204	-20.19%	-0.31%

\* Change in fund balance equals revenues over/(under) expenditures

## Budget Changes

Discretionary budget changes for Facility Replacement Fund include transfer of funds from property sale to the general fund and appropriations for professional services and construction work on the Facilities Plan Project Initiative and small facility improvements. City buildings do not meet current earthquake and safety standards putting police, firefighters, and other City employees at risk. Additional budget provides funding to involve the community and Council in creating a plan to outline the appropriate location, size, and cost for safer facilities.

### Facility Replacement Fund 302

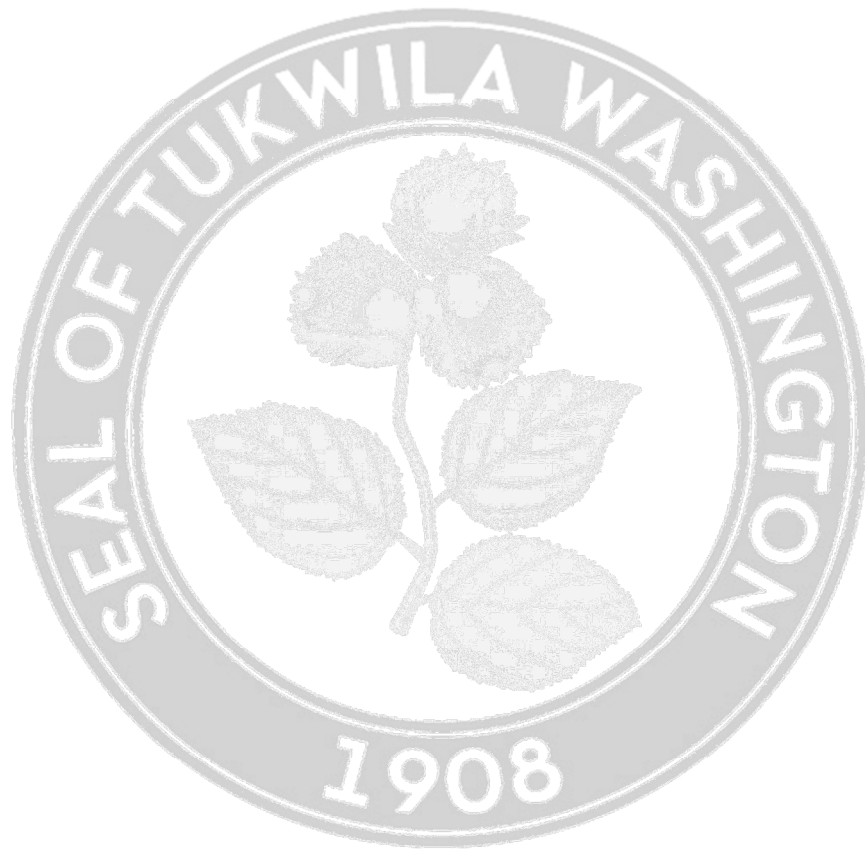
	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
40-Prof Serv	14,000	10,000	-	494,000	-	-	518,000	-	-	(508,000)	-	-	10,000
60-Capital	73,000	(73,000)	-	72,000	-	-	72,000	-	-	(72,000)	-	-	-
Other	25,300	(25,300)	-	-	-	-	-	-	4,355,000	-	-	-	4,355,000
<b>Total</b>	<b>\$ 112,300</b>	<b>\$ (88,300)</b>	<b>\$ -</b>	<b>\$ 566,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 590,000</b>	<b>\$ -</b>	<b>\$ 4,355,000</b>	<b>\$ (580,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,365,000</b>

**Professional Services***Facility Replacement Fund 302*

Account Number	Purpose	2013	2014
302.98.594.190.41.00	Analysis of Facilities Plan	\$ 500,000	\$ -
302.98.594.190.41.00	Tukwila Village	8,000	-
302.98.594.190.47.00	Human Service Housing Utilities	8,500	8,500
302.98.594.190.48.00	Human Service Housing Repairs	1,500	1,500
	Total Professional Services	\$ 518,000	\$ 10,000

**Capital Assets***Facility Replacement Fund 302*

Account Number	Purpose	2013	2014
302.98.594.190.65.00	Tukwila Village	\$ 72,000	\$ -
	Total Capital	\$ 72,000	\$ -



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## Goals & Accomplishments

**DEPARTMENT:** N/A

**FUND:** General Government Improvement

**RESPONSIBLE MANAGER:** Bob Giberson

**DIVISION:** N/A

**FUND NUMBER:** 303

**POSITION:** Director

### Description

This 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.

### 2011-2012 Accomplishments

- ◆ Completed Standby Power upgrade for the 6300 Building.
- ◆ Removed the Howard Hanson Dam Flood Response protective measures and began the restoration of the trail and property along the Green River.
- ◆ Upgraded TCC HVAC software to offer a better climate controlled environment and reduce energy costs.
- ◆ Remodeled Police Department at City Hall and Police Administration Suite in 6300 Building.
- ◆ Remodeled City Hall Conference Room #1 and bathrooms.
- ◆ Added circuits and wiring for TV displays in conference rooms.
- ◆ Upgraded 6300 building fire alarm system.
- ◆ Enhanced security at Fire Station #51 with fence, gate and curbing.

### 2013 Program Goals

- ◆ Complete restoration of trail and property along the Green River with relation to the Howard Hanson Dam Flood Response.
- ◆ Continue priority list for facility improvements.

### 2014 Program Goals

- ◆ Continue priority list for facility improvements.

## Expenditure & Revenue Summary

### General Government Improvement Fund 303

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 44,794	\$ 42,660	\$ 97,296	\$ 100,374	\$ 103,944	3.16%	3.56%
20 Personnel Benefits	17,278	13,630	32,517	29,563	31,261	-9.09%	5.74%
30 Supplies	17,993	13,092	-	-	-	0.00%	0.00%
40 Prof Services	119,364	189,549	440,000	145,000	145,000	-67.05%	0.00%
60 Capital Outlays	409,444	911,807	1,160,000	1,180,000	180,000	1.72%	-84.75%
00 Other	85,684	59,047	43,179	-	-	-100.00%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>694,558</b>	<b>1,229,785</b>	<b>1,772,992</b>	<b>1,454,937</b>	<b>460,205</b>	<b>-17.94%</b>	<b>-68.37%</b>

REVENUE							
GO Bonds Proceeds	1,564,297	-	-	-	-	0.00%	0.00%
Transfers-In	-	-	1,650,000	500,000	500,000	-69.70%	0.00%
KC Flood Control/Minor Home Repair	85,633	103,715	58,077	847,000	125,000	1358.41%	-85.24%
Miscellaneous Revenue	1,940	181,665	842	842	842	0.00%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,651,869</b>	<b>\$ 285,379</b>	<b>\$ 1,708,919</b>	<b>\$ 1,347,842</b>	<b>\$ 625,842</b>	<b>-21.13%</b>	<b>-53.57%</b>

FUND BALANCE							
Change in Fund Balance *	957,311	(944,406)	(64,073)	(107,095)	165,637	67.14%	-254.66%
Beginning Fund Balance	345,649	1,302,960	291,987	200,000	92,905	-31.50%	-53.55%
Ending Fund Balance	1,302,960	608,613	227,914	92,905	258,542	-59.24%	178.29%

\* Change in fund balance equals revenues over/ (under) expenditures

## Budget Changes

Budget changes for General Government Improvement Fund include decrease in professional services and construction budget appropriated for the removal of flood protection barriers from the Green River levy and removal of indirect cost share allocation. The City was awarded a new contract to provide for the Minor Home Repair Program.

### General Government Improvement Fund 303

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
10-Salaries	\$ 97,296	\$ 3,078	\$ -	\$ -	\$ -	\$ -	\$ 100,374	\$ 3,570	\$ -	\$ -	\$ -	\$ -	\$ 103,944
20-Benefits	32,517	(2,954)	-	-	-	-	29,563	1,698	-	-	-	-	31,261
40-Prof Serv	440,000	-	-	(420,000)	125,000	-	145,000	-	-	-	-	-	145,000
60-Capital	1,160,000	-	-	20,000	-	-	1,180,000	(1,000,000)	-	-	-	-	180,000
Other	43,179	(43,179)	-	-	-	-	-	-	-	-	-	-	-
Total	\$ 1,772,992	\$ (43,055)	\$ -	\$ (400,000)	\$ 125,000	\$ -	\$ 1,454,937	\$ (994,732)	\$ -	\$ -	\$ -	\$ -	\$ 460,205



## Salaries and Benefits

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

### *General Government Improvement Fund 303*

Postion Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Project Manager	1	1	100,374	29,563	1	103,944	31,261
Department Total	1	1	\$ 100,374	\$ 29,563	1	\$ 103,944	\$ 31,261

## Professional Services

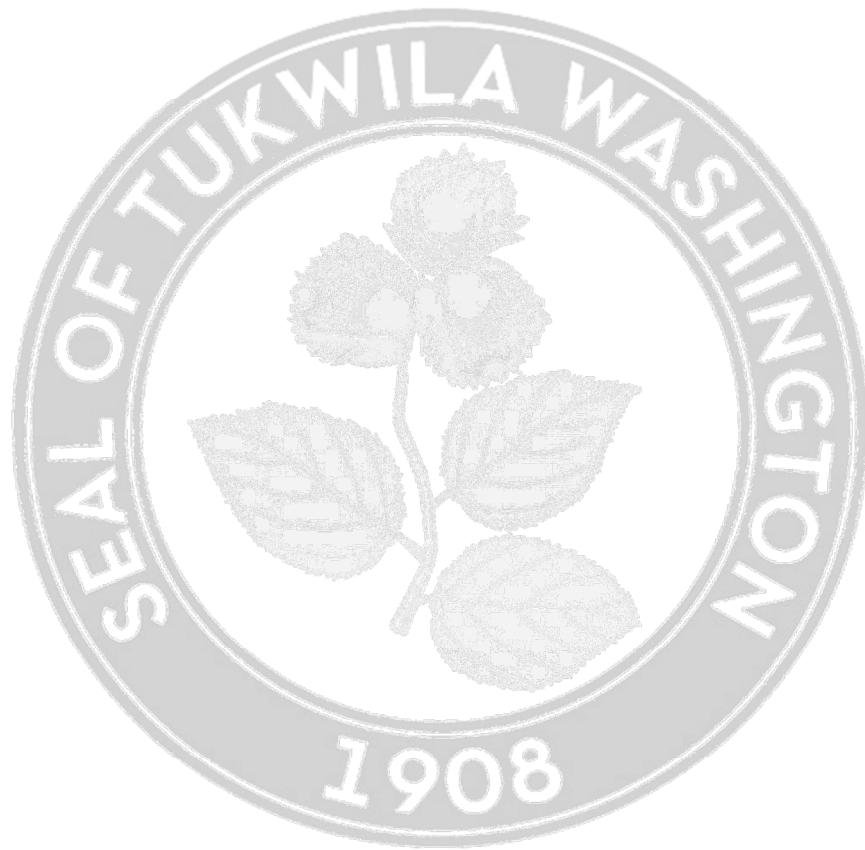
### *General Government Improvement Fund 303*

Account Number	Purpose	2013	2014
303.98.594.190.41.00	Professional Services for Facilities	\$ 20,000	\$ 20,000
303.00.594.592.49.01	Minor Home Repair -CDBG	125,000	125,000
	Total Professional Services	\$ 145,000	\$ 145,000

## Capital Assets

### *General Government Improvement Fund 303*

Account Number	Purpose	2013	2014
303.98.594.190.65.00	Capital for flood mitigation removal, trail restoration	\$ 1,180,000	\$ 180,000
	Total Capital	\$ 1,180,000	\$ 180,000



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**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.

### Expenditure & Revenue Summary

#### *Fire Improvements Fund 304*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
EXPENDITURE TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%

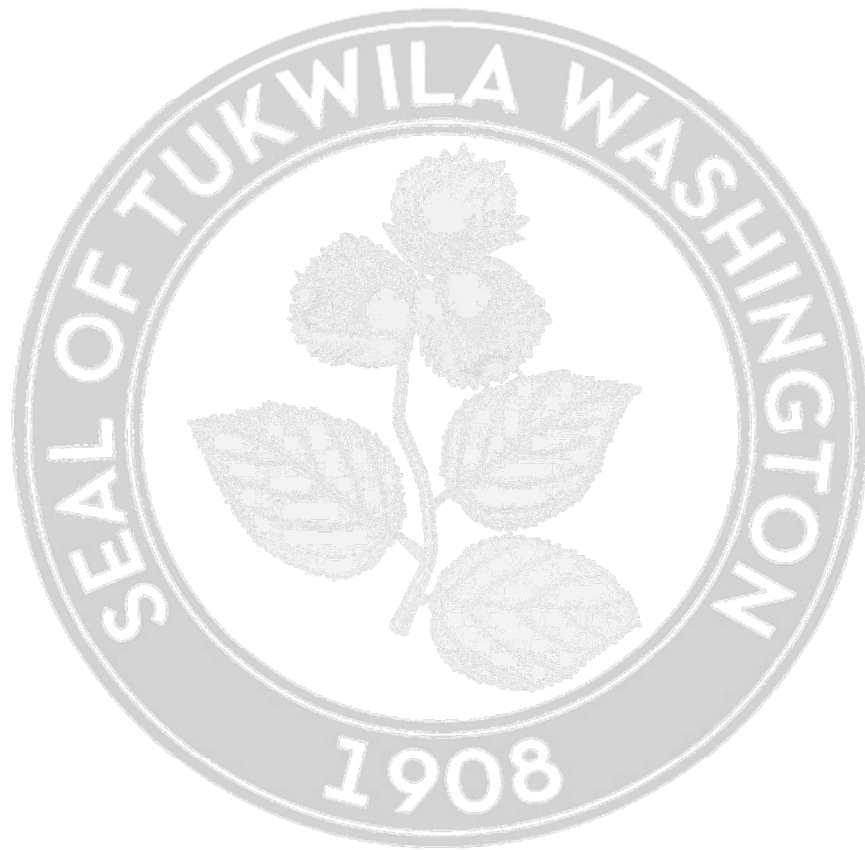
<b>REVENUE</b>							
Fire Impact Fees	142,383	157,654	50,000	50,000	50,000	0.00%	0.00%
Miscellaneous Revenue	289	147	100	100	100	0.00%	0.00%
REVENUE TOTAL	\$ 142,672	\$ 157,801	\$ 50,100	\$ 50,100	\$ 50,100	0.00%	0.00%

<b>FUND BALANCE</b>							
Change in Fund Balance *	142,672	157,801	50,100	50,100	50,100	0.00%	0.00%
Beginning Fund Balance	13,346	156,018	190,100	300,000	350,100	57.81%	16.70%
Ending Fund Balance	156,018	313,819	240,200	350,100	400,200	45.75%	14.31%

\* Change in fund balance equals revenues over/(under) expenditures

### Budget Changes

There were no budget changes in Fire Improvements fund.



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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.

### 2011-2012 Accomplishments

- ◆ With completion of the automatic meter reads - analyzed centralized radio tower for metering system.
- ◆ Monitored water use efficiency efforts and provided an annual report.
- ◆ Achieved 10 percent water savings to meet Water Efficiency Goals established by the Municipal Water Law.
- ◆ Completed Water Comprehensive Plan.
- ◆ Began design of Andover Park West/Strander Blvd New Water Main.

### 2013 Program Goals

- ◆ With completion of the automatic meter reads - analyze centralized radio tower for metering system.
- ◆ Monitor water use efficiency efforts and provide an annual report.
- ◆ Adopt Water Comprehensive Plan.
- ◆ Complete construction of Andover Park West/Strander Blvd New Water Main.

### 2014 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 and complete construction of Andover Park East Watermain Replacement Project.

## Expenditure &amp; Revenue Summary – Fund Wide

*Public Works – Water Fund 401*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 515,396	\$ 557,961	\$ 568,430	\$ 584,174	\$ 601,856	2.77%	3.03%
20 Personnel Benefits	209,309	195,879	222,480	229,411	239,848	3.12%	4.55%
30 Supplies	1,979,773	2,095,559	2,170,681	2,299,435	2,424,014	5.93%	5.42%
40 Prof Services	215,993	228,850	440,290	473,309	490,762	7.50%	3.69%
50 Intergovt. Services & Taxes	702,765	689,684	701,000	718,000	749,000	2.43%	4.32%
60 Capital Outlays	507,473	1,931,700	1,287,000	1,237,000	1,525,000	-3.89%	23.28%
70 Principal	401,280	417,603	438,881	460,181	486,481	4.85%	5.72%
80 Interest	144,752	112,066	116,111	83,852	58,619	-27.78%	-30.09%
00 Other	3,100,106	487,107	517,377	511,447	523,876	-1.15%	2.43%
<b>EXPENDITURE TOTAL</b>	<b>7,776,846</b>	<b>6,716,409</b>	<b>6,462,250</b>	<b>6,596,809</b>	<b>7,099,456</b>	<b>2.08%</b>	<b>7.62%</b>

REVENUE							
Water Fees	4,403,008	4,746,724	5,029,000	5,212,000	5,517,000	3.64%	5.85%
Hydrant Rental	97,380	98,460	106,000	106,000	106,000	0.00%	0.00%
PWTF - APE	-	-	-	-	1,725,000	0.00%	0.00%
Interlocal Revenue-HL WD	116,756	1,261,696	-	-	-	0.00%	0.00%
Miscellaneous Revenue	464,017	752,683	47,534	74,000	74,000	55.68%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 5,081,162</b>	<b>\$ 6,859,563</b>	<b>\$ 5,182,534</b>	<b>\$ 5,392,000</b>	<b>\$ 7,422,000</b>	<b>4.04%</b>	<b>37.65%</b>

FUND BALANCE							
Change in Fund Balance *	(2,695,685)	143,154	(1,279,716)	(1,204,809)	322,544	-5.85%	-126.77%
Beginning Fund Balance	8,862,937	6,167,253	1,959,365	4,000,000	2,795,191	104.15%	-30.12%
Ending Fund Balance	6,167,253	6,310,407	679,649	2,795,191	3,117,735	311.27%	11.54%

\* Change in fund balance equals revenues over/(under) expenditures

## Expenditure & Revenue Summary

### Public Works – Water Fund 401

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 475,855	\$ 516,783	\$ 513,650	\$ 527,594	\$ 543,570	2.71%	3.03%
20 Personnel Benefits	196,699	183,214	204,406	211,980	221,595	3.71%	4.54%
30 Supplies	1,979,773	2,095,559	2,170,339	2,299,435	2,424,014	5.95%	5.42%
40 Prof Services	173,144	156,032	135,290	212,309	214,762	56.93%	1.16%
50 Intergovt. Services & Taxes	702,765	689,684	701,000	718,000	749,000	2.43%	4.32%
60 Capital Outlays	10,869	-	25,000	25,000	25,000	0.00%	0.00%
00 Other	3,100,106	487,107	517,377	511,447	523,876	-1.15%	2.43%
<b>EXPENDITURE TOTAL</b>	<b>6,639,211</b>	<b>4,128,380</b>	<b>4,267,062</b>	<b>4,505,765</b>	<b>4,701,817</b>	<b>5.59%</b>	<b>4.35%</b>

REVENUE							
Water Fund 401-Water Fees	4,403,008	4,746,724	5,029,000	5,212,000	5,517,000	3.64%	5.85%
<b>REVENUE TOTAL</b>	<b>\$ 4,403,008</b>	<b>\$ 4,746,724</b>	<b>\$ 5,029,000</b>	<b>\$ 5,212,000</b>	<b>\$ 5,517,000</b>	<b>3.64%</b>	<b>5.85%</b>

## Budget Changes

Budget changes for the Water Fund operations and maintenance include step increases and COLA increases for salaries and health care cost changes. There are also increases for the cost in purchased water, miscellaneous services such as software support, credit card fees, and funding for equipment replacement and maintenance of vehicles. Other changes include a capital budget of \$25,000 for compound meters and AMR updates and reduction of indirect cost allocation.

### Public Works – Water Fund 401

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
10-Salaries	\$ 513,650	\$ 13,944	\$ -	\$ -	\$ -	\$ -	\$ 527,594	\$ 15,976	\$ -	\$ -	\$ -	\$ -	\$ 543,570
20-Benefits	204,406	8,574	(1,000)	-	-	-	211,980	9,615	-	-	-	-	221,595
30-Supplies	2,170,339	127,596	1,500	-	-	-	2,299,435	124,579	-	-	-	-	2,424,014
40-Prof Serv	135,290	-	77,019	-	-	-	212,309	-	2,453	-	-	-	214,762
50-Intergov	701,000	32,000	(15,000)	-	-	-	718,000	37,000	(6,000)	-	-	-	749,000
60-Capital	25,000	-	-	-	-	-	25,000	-	-	-	-	-	25,000
Other	517,377	(5,930)	-	-	-	-	511,447	12,429	-	-	-	-	523,876
Total	\$ 4,267,062	\$ 176,184	\$ 62,519	\$ -	\$ -	\$ -	\$ 4,505,765	\$ 199,599	\$ (3,547)	\$ -	\$ -	\$ -	\$ 4,701,817

## Salaries and Benefits

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

### *Public Works – Water Fund 401*

Postion Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 94,992	\$ 36,167	1	\$ 97,968	\$ 37,881
Maint & Ops Foreman	1	1	77,232	33,272	1	79,512	34,683
Maint & Ops Specialist	4	4	271,104	114,486	4	279,688	119,640
Water Quality Specialist	1	1	72,528	26,725	1	74,664	28,062
Extra Labor			6,000	-		6,000	-
Overtime			5,738	-		5,738	-
Clothing Allowance				1,330			1,330
Department Total	7	7	\$ 527,594	\$ 211,980	7	\$ 543,570	\$ 221,595

## Professional Services

Professional services and contracts in the Water department include repairs and maintenance for water infrastructure, and water analysis.

### *Public Works – Water Fund 401*

Account Number	Purpose	2013	2014
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	63,255	65,508
401.01.534.800.45.95	Equipment O & M and equipment rental fuel costs	52,054	52,054
401.01.534.800.46.00	Insurance allocations WCIA	21,000	21,000
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	12,000	12,000
401.01.534.800.49.01	Operating permit from Dept of Health	3,200	3,400
401.01.534.800.49.08	PPI credit card fees	20,000	20,000
	Total Professional Services	\$ 212,309	\$ 214,762

## Capital Assets

### *Public Works – Water Fund 401*

Account Number	Purpose	2013	2014
401.01.594.340.64.00	Compound Meter and AMR Updates	\$ 25,000	\$ 25,000
	Total Capital Assets	\$ 25,000	\$ 25,000



## Expenditure & Revenue Summary

### Public Works – Water Fund 401 Capital Outlays

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 39,541	\$ 41,177	\$ 54,780	\$ 56,580	\$ 58,286	3.29%	3.02%
20 Personnel Benefits	12,610	12,665	18,074	17,431	18,253	-3.56%	4.72%
30 Supplies	-	-	342	-	-	-100.00%	0.00%
40 Prof Services	42,850	72,818	305,000	261,000	276,000	-14.43%	5.75%
60 Capital Outlays	496,604	1,931,700	1,262,000	1,212,000	1,500,000	-3.96%	23.76%
70 Principal	401,280	417,603	438,881	460,181	486,481	4.85%	5.72%
80 Interest	144,752	112,066	116,111	83,852	58,619	-27.78%	-30.09%
<b>EXPENDITURE TOTAL</b>	<b>1,137,635</b>	<b>2,588,028</b>	<b>2,195,188</b>	<b>2,091,044</b>	<b>2,397,639</b>	<b>-4.74%</b>	<b>14.66%</b>

REVENUE							
PWTF - APE	-	-	-	-	1,725,000	0.00%	0.00%
Interlocal Revenue-HL WD	116,756	1,261,696	-	-	-	0.00%	0.00%
Hydrant Rental	97,380	98,460	106,000	106,000	106,000	0.00%	0.00%
Miscellaneous Revenue	464,017	752,683	47,534	74,000	74,000	55.68%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 678,153</b>	<b>\$ 2,112,839</b>	<b>\$ 153,534</b>	<b>\$ 180,000</b>	<b>\$ 1,905,000</b>	<b>17.24%</b>	<b>958.33%</b>

## Budget Changes

Budget changes for the Water Fund capital outlays include step increases and COLA increases for salaries and health care cost changes. There are also decreases in design and construction costs for capital project initiatives and budget appropriation for bond principal and interest for 2013.

### Public Works – Water Fund 401 Capital Outlays

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
10-Salaries	\$ 54,780	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ 56,580	\$ 1,706	\$ -	\$ -	\$ -	\$ -	\$ 58,286
20-Benefits	18,074	(643)	-	-	-	-	17,431	822	-	-	-	-	18,253
30-Supplies	342	-	(342)	-	-	-	-	-	-	-	-	-	-
40-Prof Serv	305,000	-	-	(44,000)	-	-	261,000	-	-	15,000	-	-	276,000
50-Intergov	-	-	-	-	-	-	-	-	-	-	-	-	-
60-Capital	1,262,000	-	-	(50,000)	-	-	1,212,000	-	-	288,000	-	-	1,500,000
70-Principal	438,881	21,300	-	-	-	-	460,181	26,300	-	-	-	-	486,481
80-Interest	116,111	(32,259)	-	-	-	-	83,852	(25,233)	-	-	-	-	58,619
Total	\$ 2,195,188	\$ (9,802)	\$ (342)	\$ (94,000)	\$ -	\$ -	\$ 2,091,044	\$ 3,595	\$ -	\$ 303,000	\$ -	\$ -	\$ 2,397,639

## 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.

### *Public Works – Water Fund 401 Capital Outlays*

Postion Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Senior Engineer	0.5	0.5	\$ 56,580	\$ 17,431	0.5	58,286	18,253
Department Total	0.5	0.5	\$ 56,580	\$ 17,431	0.5	\$ 58,286	\$ 18,253

## Professional Services

Professional services and contracts in the Water department include design and construction management services for capital projects.

### *Public Works – Water Fund 401 Capital Outlays*

Account Number	Purpose	2013	2014
401.98.594.340.41.00	Interurban Water Reuse	\$ 25,000	\$ 25,000
401.98.594.340.41.00	Andover Park W/Strander New Water Main	177,000	-
401.98.594.340.41.00	Water Reservoir	30,000	-
401.98.594.340.41.00	Pipeline Asset Management	15,000	-
401.98.594.340.41.00	Andover Park E Water Main Replacement	14,000	225,000
401.98.594.340.41.00	58th Ave S Water Main	-	26,000
0	Total Professional Services	\$ 261,000	\$ 276,000

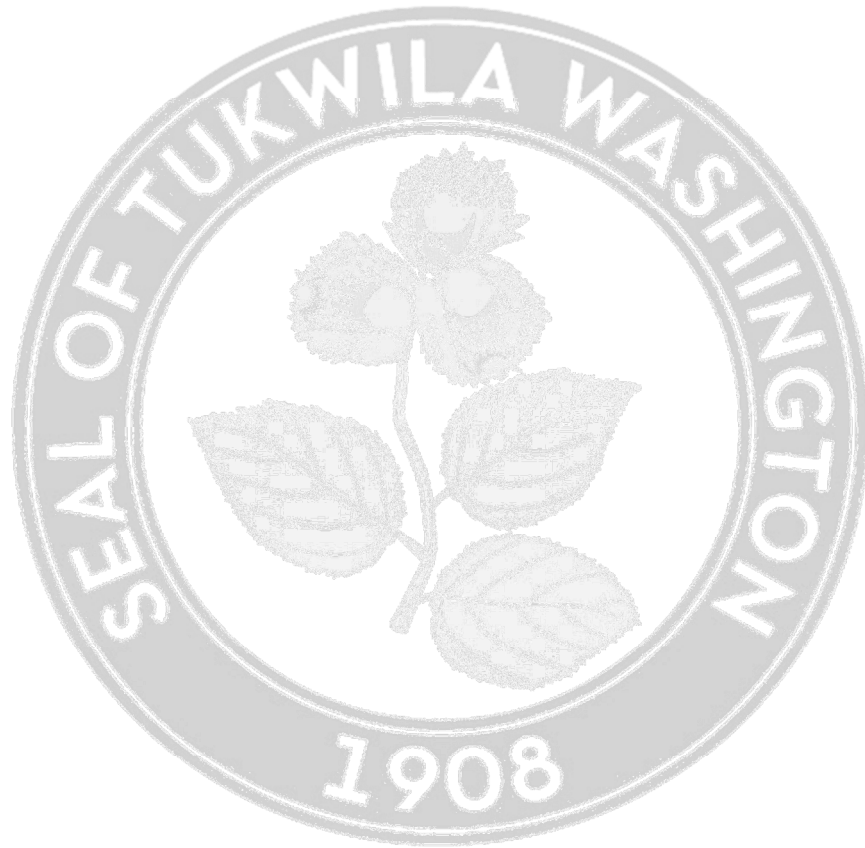
## Capital Assets

### *Public Works – Water Fund 401 Capital Outlays*

Account Number	Description	2013	2014
401.98.594.340.65.00	Andover Park W/Strander New Water Main	\$ 1,212,000	\$ -
401.98.594.340.65.00	Andover Park E Water Main Replacement	-	1,500,000
	Total Capital Assets	\$ 1,212,000	\$ 1,500,000

**Performance Measures***Public Works – Water Fund 401*

<b>Public Works - Water</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
<b>Ensure a safe supply of drinking water</b>					
Number of backflow prevention assemblies (BPA) certified	1,450	1,500	1,600	1,470	1,480
Number of water system samples tested	8	10	15	20	25
Number of zones where mains are flushed	117	120	125	147	150
Bi-monthly tests for coliform & chlorine residual levels	21	21	21	18	18
Number of fire hydrants tested	550	555	560	560	565
<b>Capital</b>					
Number of water meters 2 inches and larger tested for accuracy	125	145	165	80	100
Number of new water meters installed within 48 hours of hook-up request	5	5	5	8	10
<b>Customers</b>					
Number of water customers	2,117	2,122	2,127	2,135	2,145
Total Gallons of Water Purchased (in thousands)	740,000	745,000	705,000	710,000	712,000
Number of total water system miles	41.00	41.50	42.00	42.00	43.00
Number of fire hydrants	550	555	560	560	565
Number of shut-off notices	367	395	400	430	450
Number of actual shut-offs for non-payment	56	60	65	70	75



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## 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.

### 2011-2012 Accomplishments

- ◆ Evaluated system-wide conditions for potential upgrades for Annual Sewer Repair Program.
- ◆ Implemented a system for remote monitoring of sewer lift stations - response and corrective action can be achieved from laptop computer.
- ◆ Completed Sewer Comprehensive Plan.
- ◆ Completed construction of the South City Limits sewer improvements (coordinated with the Southcenter Parkway Extension Project).
- ◆ Completed construction of the Interurban Ave S Gravity Sewer Project.

### 2013 Program Goals

- ◆ Evaluate system-wide conditions for potential upgrades for Annual Sewer Repair Program.
- ◆ With replacement of video inspection van, implement new software with training.
- ◆ Adopt Sewer Comprehensive Plan.
- ◆ Complete construction of CBD Sanitary Sewer Rehabilitation.
- ◆ Replace generator and concrete slab at Sewer Lift Station No. 2.

### 2014 Program Goals

- ◆ Evaluate system-wide conditions for potential upgrades for Annual Sewer Repair Program.
- ◆ Begin design of Future Sewer Lift Station No. 13.
- ◆ Begin design of Southcenter Blvd and 5700 Southcenter Blvd Sewer Upgrades.

## Expenditure &amp; Revenue Summary – Fund Wide

*Public Works – Sewer Fund 402*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 260,442	\$ 291,167	\$ 278,802	\$ 300,455	\$ 309,236	7.77%	2.92%
20 Personnel Benefits	92,343	94,451	102,363	96,877	101,977	-5.36%	5.26%
30 Supplies	3,110,392	3,405,131	3,775,491	3,776,893	3,776,893	0.04%	0.00%
40 Prof Services	254,472	749,053	378,209	450,756	713,666	19.18%	58.33%
50 Intergovt. Services & Taxes	682,228	632,644	583,000	619,000	649,000	6.17%	4.85%
60 Capital Outlays	939,968	1,936,362	770,000	1,180,000	385,000	53.25%	-67.37%
70 Principal	266,661	269,761	272,861	275,961	279,061	1.14%	1.12%
80 Interest	91,085	102,790	83,337	78,801	74,480	-5.44%	-5.48%
00 Other	2,305,321	329,131	446,980	385,141	394,500	-13.83%	2.43%
<b>EXPENDITURE TOTAL</b>	<b>8,002,911</b>	<b>7,810,490</b>	<b>6,691,043</b>	<b>7,163,884</b>	<b>6,683,813</b>	<b>7.07%</b>	<b>-6.70%</b>

REVENUE							
Sewer Fund Charges	5,093,947	5,512,597	5,321,000	5,635,000	5,918,000	5.90%	5.02%
PWTF - CBD Sewer	-	-	-	750,000	-	0.00%	-100.00%
Capital Contributions	107,389	115,380	120,000	120,000	120,000	0.00%	0.00%
PWTF/Bond - SC Blvd	-	-	-	-	458,000	0.00%	0.00%
Grants and Other	1,175,332	1,412,090	81,426	150,000	150,000	84.22%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 6,376,668</b>	<b>\$ 7,040,068</b>	<b>\$ 5,522,426</b>	<b>\$ 6,655,000</b>	<b>\$ 6,646,000</b>	<b>20.51%</b>	<b>-0.14%</b>

FUND BALANCE							
Change in Fund Balance *	(1,626,243)	(770,422)	(1,168,617)	(508,884)	(37,813)	-56.45%	-92.57%
Beginning Fund Balance	4,413,664	2,787,421	1,158,774	1,100,000	591,116	-5.07%	-46.26%
Ending Fund Balance	2,787,421	2,016,999	(9,843)	591,116	553,302	-6105.44%	-6.40%

\* Change in fund balance equals revenues over/ (under) expenditures

## Expenditure & Revenue Summary

### Public Works – Sewer Fund 402

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 218,060	\$ 252,314	\$ 224,022	\$ 243,875	\$ 250,950	8.86%	2.90%
20 Personnel Benefits	78,884	82,410	84,288	79,448	83,725	-5.74%	5.38%
30 Supplies	3,110,392	3,404,068	3,775,393	3,776,893	3,776,893	0.04%	0.00%
40 Prof Services	192,166	237,424	218,209	210,756	215,666	-3.42%	2.33%
50 Intergovt. Services & Taxes	682,228	632,644	583,000	619,000	649,000	6.17%	4.85%
60 Capital Outlays	15,168	-	-	-	-	0.00%	0.00%
00 Other	2,305,321	329,131	446,980	385,141	394,500	-13.83%	2.43%
<b>EXPENDITURE TOTAL</b>	<b>6,602,219</b>	<b>4,937,990</b>	<b>5,331,892</b>	<b>5,315,113</b>	<b>5,370,734</b>	<b>-0.31%</b>	<b>1.05%</b>

REVENUE							
Sewer Fund Charges	5,093,947	5,512,597	5,321,000	5,635,000	5,918,000	5.90%	5.02%
<b>REVENUE TOTAL</b>	<b>\$ 5,093,947</b>	<b>\$ 5,512,597</b>	<b>\$ 5,321,000</b>	<b>\$ 5,635,000</b>	<b>\$ 5,918,000</b>	<b>5.90%</b>	<b>5.02%</b>

## Budget Changes

Budget changes for the Sewer Fund operations and maintenance include step increases and COLA increases for salaries and health care cost changes. There are also increases in supplies and interfund taxes. Despite increases in travel, utility services and credit card fees, there is a net decrease in professional services due to lower funding needs for equipment replacement and maintenance of vehicles.

### Public Works – Sewer Fund 402

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
10-Salaries	\$ 224,022	\$ 19,853	\$ -	\$ -	\$ -	\$ -	\$ 243,875	\$ 7,075	\$ -	\$ -	\$ -	\$ -	\$ 250,950
20-Benefits	84,288	(3,840)	(1,000)	-	-	-	79,448	4,277	-	-	-	-	83,725
30-Supplies	3,775,393	-	1,500	-	-	-	3,776,893	-	-	-	-	-	3,776,893
40-Prof Serv	218,209	-	(7,453)	-	-	-	210,756	-	4,910	-	-	-	215,666
50-Intergov	583,000	36,000	-	-	-	-	619,000	30,000	-	-	-	-	649,000
Other	446,980	(61,839)	-	-	-	-	385,141	9,359	-	-	-	-	394,500
Total	\$ 5,331,892	\$ (9,826)	\$ (6,953)	\$ -	\$ -	\$ -	\$ 5,315,113	\$ 50,711	\$ 4,910	\$ -	\$ -	\$ -	\$ 5,370,734

## Salaries and Benefits

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

### Public Works – Sewer Fund 402

Postion Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Maint & Ops Superintendent	0.5	0.5	\$ 47,940	\$ 15,264	0.5	\$ 49,344	\$ 16,111
Maint & Ops Foreman	1	1	78,120	21,030	1	80,400	22,449
Sr Maint & Ops Specialist	1	1	72,593	26,736	1	74,976	28,114
Maint & Ops Specialist	0.5	0.5	33,780	15,848	0.5	34,788	16,480
Extra Labor			8,000	-		8,000	-
Overtime			3,442	-		3,442	-
Clothing Allowance				570			570
Department Total	3	3	\$ 243,875	\$ 79,448	3	\$ 250,950	\$ 83,725

## Professional Services

Professional services and contracts in the Sewer department include sewer pump station maintenance and repairs.

### Public Works – Sewer Fund 402

Account Number	Purpose	2013	2014
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	1,000	1,000
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	30,256	34,666
402.01.535.800.45.95	Equipment O & M and equipment rental fuel costs	58,005	58,505
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
402.01.535.800.47.02	Waste Materials Disposal	5,000	5,000
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	5,000	5,000
402.01.535.800.49.08	PPI credit card fees	25,000	25,000
	Total Professional Services	\$ 210,756	\$ 215,666



## Expenditure & Revenue Summary

### Public Works – Sewer Fund 402 Capital Projects

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 42,383	\$ 38,854	\$ 54,780	\$ 56,580	\$ 58,286	3.29%	3.02%
20 Personnel Benefits	13,459	12,041	18,075	17,430	18,253	-3.57%	4.72%
30 Supplies	-	1,063	98	-	-	-100.00%	0.00%
40 Prof Services	62,305	511,629	160,000	240,000	498,000	50.00%	107.50%
60 Capital Outlays	924,800	1,936,362	770,000	1,180,000	385,000	53.25%	-67.37%
70 Principal	266,661	269,761	272,861	275,961	279,061	1.14%	1.12%
80 Interest	91,085	102,790	83,337	78,801	74,480	-5.44%	-5.48%
<b>EXPENDITURE TOTAL</b>	<b>1,400,692</b>	<b>2,872,499</b>	<b>1,359,151</b>	<b>1,848,772</b>	<b>1,313,080</b>	<b>36.02%</b>	<b>-28.98%</b>

REVENUE							
PWTF - CBD Sewer	-	-	-	750,000	-	0.00%	-100.00%
Capital Contributions	107,389	115,380	120,000	120,000	120,000	0.00%	0.00%
PWTF/Bond - SC Blvd	-	-	-	-	458,000	0.00%	0.00%
Grants and Other	1,175,332	1,412,090	81,426	150,000	150,000	84.22%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,282,721</b>	<b>\$ 1,527,470</b>	<b>\$ 201,426</b>	<b>\$ 1,020,000</b>	<b>\$ 728,000</b>	<b>406.39%</b>	<b>-28.63%</b>

## Budget Changes

Budget changes for the Sewer Fund capital outlays include COLA increases for salaries and health care cost changes. There are also an increase in design and construction costs for capital project initiatives and budget appropriation for bond principal and interest payments in 2013. Construction expenditures decrease in 2014.

### Public Works – Sewer Fund 402 Capital Projects

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
10-Salaries	\$ 54,780	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ 56,580	\$ 1,706	\$ -	\$ -	\$ -	\$ -	\$ 58,286
20-Benefits	18,075	(645)	-	-	-	-	17,430	823	-	-	-	-	18,253
30-Supplies	98	-	(98)	-	-	-	-	-	-	-	-	-	-
40-Prof Serv	160,000	-	-	80,000	-	-	240,000	-	-	258,000	-	-	498,000
60-Capital	770,000	-	-	410,000	-	-	1,180,000	-	-	(795,000)	-	-	385,000
70-Principal	272,861	3,100	-	-	-	-	275,961	3,100	-	-	-	-	279,061
80-Interest	83,337	(5,448)	912	-	-	-	78,801	(4,321)	-	-	-	-	74,480
Total	\$ 1,359,151	\$ (1,193)	\$ 814	\$ 490,000	\$ -	\$ -	\$ 1,848,772	\$ 1,308	\$ -	\$ (537,000)	\$ -	\$ -	\$ 1,313,080

## 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.

### *Public Works – Sewer Fund 402 Capital Projects*

Postion Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Senior Engineer	0.50	0.5	56,580	17,430	0.5	58,286	18,253
Department Total	0.5	0.5	\$ 56,580	\$ 17,430	0.5	\$ 58,286	\$ 18,253

## Professional Services

Professional services and contracts in the Sewer department include design and construction management services for capital projects.

### *Public Works – Sewer Fund 402*

Account Number	Purpose	2013	2014
402.98.594.353.41.00	CBD Sanitary Sewer Rehabilitation	\$ 200,000	\$ -
402.98.594.353.41.00	55th Ave S Sanitary Sewer Repair	5,000	-
402.98.594.353.41.00	Sewer Lift Station No. 2 Upgrades	35,000	-
402.98.594.353.41.00	Future Lift Station No. 13	-	278,000
402.98.594.353.41.00	Southcenter Blvd Sewer Upgrade	-	180,000
402.98.594.353.41.00	Sewer Repair at 5700 SC Blvd	-	30,000
402.98.594.353.41.00	Sewer Repair West of Strander Blvd	-	10,000
	Total Professional Services	\$ 240,000	\$ 498,000

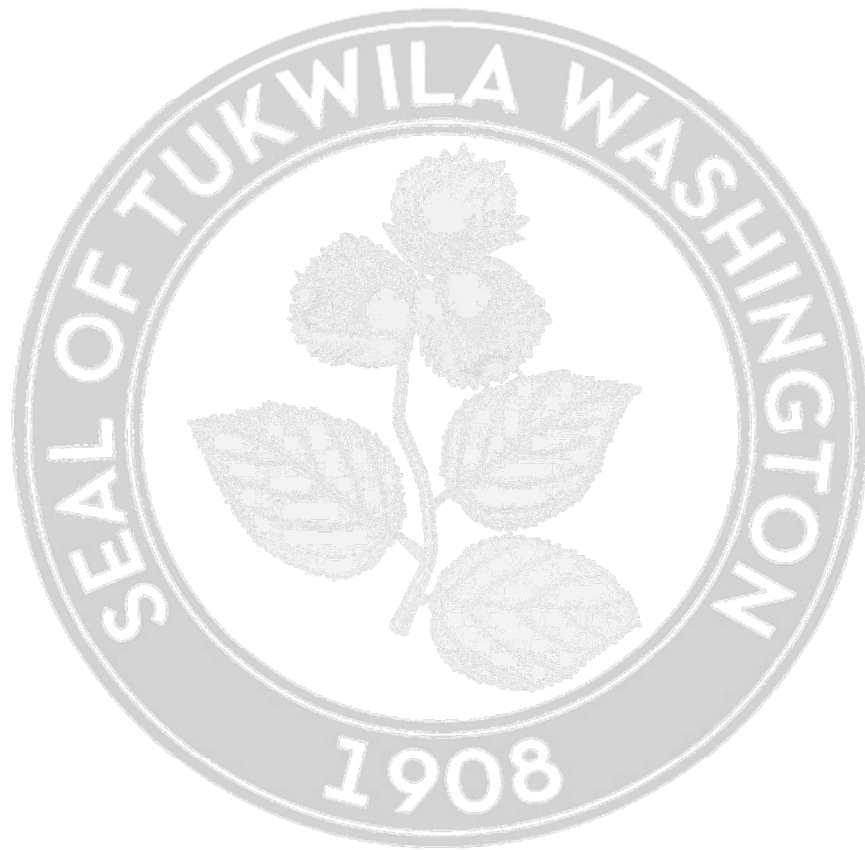
## Capital Assets

### *Public Works – Sewer Fund 402 Capital Projects*

Account Number	Description	2013	2014
402.98.594.353.65.00	Annual Sewer Repair Program	\$ 75,000	\$ 75,000
402.98.594.353.65.00	CBD Sanitary Sewer Rehabilitation	800,000	-
402.98.594.353.65.00	55th Ave S Sanitary Sewer Repair	65,000	-
402.98.594.353.65.00	Sewer Lift Station No. 2 Upgrades	240,000	-
402.98.594.353.61.00	Valley View West Hill Transfer	-	100,000
402.98.594.353.65.00	Sewer Repair at 5700 SC Blvd	-	100,000
402.98.594.353.65.00	Sewer Repair West of Strander Blvd	-	110,000
	Total Capital Assets	\$ 1,180,000	\$ 385,000

**Performance Measures***Public Works – Sewer Fund 402*

<b>Sewer</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
<b>Maintain and Improve Sewer System</b>					
Number of linear feet TV inspected	5,000	10,000	15,000	10,000	15,000
Number of linear feet of sewer pipe jet cleaned	185,000	185,000	185,000	195,000	200,000
Number of manholes cleaned	730	740	750	850	850
<b>Capital</b>					
Hours of 11 sewer lift stations monitoring of pump hours, start counts, and generator operation (weekly)	8	8	11	11	11
<b>Customers</b>					
Number of sewer customers	1,695	1,710	1,725	1,742	1,760
Number of total sewer system miles	40.00	40.20	40.30	40.30	40.30



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## 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.

### 2011-2012 Accomplishments

- ◆ Purchased 34 EZ Go golf carts.
- ◆ Restored Monday night leagues schedule including a new “house” league.
- ◆ Reversed the front and back nine holes to improve the pace of play.
- ◆ Updated the PA system and camera system.
- ◆ Replaced three main irrigation pumps and main operating panel board.
- ◆ Improved drainage on #5 and #7 green.

### 2013 Program Goals

- ◆ Continue to improve and upgrade drainage system throughout the course.
- ◆ Expand promotional use of Golf Channel Solutions/Golfnow.com reservation system.
- ◆ Complete customer survey through National Golf.

### 2014 Program Goals

- ◆ Rebuild #4 ladies tee.
- ◆ Overhaul drainage and replace landscape of the #16 tee.
- ◆ Complete follow up customer survey National Golf Foundation.

## Expenditure and Revenue Summary

### Foster Golf Operations Fund 411

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 753,176	\$ 718,769	\$ 826,927	\$ 745,633	\$ 766,367	-9.83%	2.78%
20 Personnel Benefits	264,015	229,612	264,461	265,750	277,633	0.49%	4.47%
30 Supplies	151,475	296,304	231,908	171,250	171,250	-26.16%	0.00%
40 Prof Services	235,560	239,871	285,282	221,783	226,772	-22.26%	2.25%
50 Intergovt. Services & Taxes	66,931	60,123	73,000	60,400	62,400	-17.26%	3.31%
60 Capital Outlays	39,228	67,444	25,000	50,000	50,000	100.00%	0.00%
70 Principal	184,972	192,226	212,959	-	-	-100.00%	0.00%
80 Interest	148,489	140,628	138,064	-	-	-100.00%	0.00%
00 Other	13,140	221,515	15,160	192,801	197,486	1171.77%	2.43%
<b>EXPENDITURE TOTAL</b>	<b>1,856,986</b>	<b>2,166,491</b>	<b>2,072,761</b>	<b>1,707,617</b>	<b>1,751,908</b>	<b>-17.62%</b>	<b>2.59%</b>

REVENUE							
Greens Fees	1,017,666	912,667	1,200,000	974,000	1,020,000	-18.83%	4.72%
Power Cart Rentals	171,946	158,639	195,000	175,000	176,000	-10.26%	0.57%
Sales of Merchandise	115,515	111,166	130,000	113,000	115,000	-13.08%	1.77%
Concession Proceeds	80,390	83,215	120,000	85,000	85,000	-29.17%	0.00%
Miscellaneous Revenue	41,023	38,730	45,247	44,597	45,997	-1.44%	3.14%
Transfers-In	329,527	775,000	225,000	400,000	600,000	77.78%	50.00%
<b>REVENUE TOTAL</b>	<b>\$ 1,756,067</b>	<b>\$ 2,079,416</b>	<b>\$ 1,915,247</b>	<b>\$ 1,791,597</b>	<b>\$ 2,041,997</b>	<b>-6.46%</b>	<b>13.98%</b>

FUND BALANCE							
Change in Fund Balance *	(100,919)	(87,075)	(157,514)	83,980	290,089	-153.32%	245.43%
Beginning Fund Balance	328,545	227,626	52,831	200,000	283,980	278.57%	41.99%
Ending Fund Balance	227,626	140,551	(104,683)	283,980	574,069	-371.28%	102.15%

\* Change in fund balance equals revenues over/ (under) expenditures

## Budget Changes

Budget changes for Foster Golf Fund primarily include COLA increases for salaries, health care cost changes, and the transfer of .25 FTE to Parks Recreation division. Additional funding is added in 2013 for construction work to improve tees and greens and budget reductions in supplies and service. Bond principal and interest budget was reduced due to the debt to construct the Golf Course assumed by a governmental fund at the end of 2011.

### *Foster Golf Operations Fund 411*

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 826,927	\$ (31,509)	\$ (49,785)	\$ -	\$ -	\$ -	\$ 745,633	\$ 20,734	\$ -	\$ -	\$ -	\$ -	\$ 766,367
20-Benefits	264,461	6,289	(5,000)	-	-	-	265,750	11,883	-	-	-	-	277,633
30-Supplies	231,908	-	(60,658)	-	-	-	171,250	-	-	-	-	-	171,250
40-Prof Serv	285,282	(15,972)	(47,527)	-	-	-	221,783	-	4,989	-	-	-	226,772
50-Intergov	73,000	(13,000)	400	-	-	-	60,400	2,000	-	-	-	-	62,400
60-Capital	25,000	-	-	25,000	-	-	50,000	-	-	-	-	-	50,000
70-Principal	212,959	(11,666)	-	-	-	(201,293)	-	-	-	-	-	-	-
80-Interest	138,064	(6,319)	-	-	-	(131,745)	-	-	-	-	-	-	-
Other	15,160	177,641	-	-	-	-	192,801	4,685	-	-	-	-	197,486
Total	\$ 2,072,761	\$ 105,464	\$ (162,570)	\$ 25,000	\$ -	\$ (333,038)	\$ 1,707,617	\$ 39,302	\$ 4,989	\$ -	\$ -	\$ -	\$ 1,751,908

## Salaries and Benefits

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

### *Foster Golf Operations Fund 411*

Position Description	2012 FTE	2013 FTE	2013 Budgeted Salaries Benefits		2014 FTE	2014 Budgeted Salaries Benefits	
Director Parks and Recreation	0.25	-			-		
Maint & Ops Superintendent - Golf	1	1	\$ 95,280	\$ 28,598	1	\$ 98,088	\$ 30,117
Golf Maintenance Supervisor	1	1	77,232	33,270	1	79,512	34,681
Lead Maintenance Specialist - Golf	1	1	71,929	20,029	1	74,976	21,508
Fleet Technician Golf	1	1	68,448	19,450	1	70,503	20,730
Director of Instruction - Golf	0.75	0.75	57,912	24,530	0.75	59,776	25,605
Admin Support Technician - Golf	2	2	111,424	41,131	2	114,840	42,966
Maint Specialist Golf	3	3	172,408	91,577	3	177,672	94,862
Extra Labor			89,000	-		89,000	-
Overtime			2,000	-		2,000	-
Clothing Allowance			-	6,000		-	6,000
Unemployment			-	1,164		-	1,164
Department Total	10	9.75	\$ 745,633	\$ 265,750	9.75	\$ 766,367	\$ 277,633

## Professional Services

Professional services and contracts in Foster Golf Fund include cost for utilities, equipment rental, and other professional services for both Maintenance and the Pro Shop.

### *Foster Golf Operations Fund 411*

Account Number	Purpose	2013	2014
411.00.576.680.41.00	Geese control	\$ 3,600	\$ 3,600
411.00.576.680.42.00	Homeguard Security svc, phones, phone alarm line, Ace Fire alarm center	1,350	1,350
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	2,400	2,400
411.00.576.680.45.94	Equipment Replacement Fund	50,700	55,689
411.00.576.680.45.95	Equipment O & M	28,345	28,345
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	20,793	20,793
411.00.576.680.47.09	Puget Sound Energy, City water utility-wash bay and maintenance bldg	5,500	5,500
411.00.576.680.48.00	Pacific Parking Lot Maintenance, fire alarm test, misc. repairs	7,000	7,000
411.00.576.680.48.03	Repair - pump station and river pump, 9th fairway pump station	2,400	2,400
411.00.576.680.49.00	Memberships, uniform cleaning, prof dev, WWGCSA mem, WSDA cert.	2,200	2,200
411.00.576.680.49.01	Blood borne pathogens testing and immunizations	250	250
	<b>Total Golf Operations Professional Services</b>	<b>\$ 150,483</b>	<b>\$ 155,472</b>

Account Number	Purpose	2013	2014
411.00.576.681.41.00	Fire/emergency testing	\$ 1,000	\$ 1,000
411.00.576.681.41.00	Confidents, wet and dry	1,200	1,200
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
411.00.576.681.42.00	Qwest Communications and Comcast	3,800	3,800
411.00.576.681.44.00	Miscellaneous advertising expenses	4,000	4,000
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	8,000	8,000
411.00.576.681.48.00	Cart repair and maintenance	2,000	2,000
411.00.576.681.48.00	Water feature	200	200
411.00.576.681.48.00	Carpet and awning cleaning	800	800
411.00.576.681.48.00	Clubhouse oil separator	1,600	1,600
411.00.576.681.48.00	Building repair and window washing	1,000	1,000
411.00.576.681.48.00	HVC maintenance contract	4,400	4,400
411.00.576.681.49.00	Memberships - Nat'l Golf Foundation, PGA , PNGA, UAGA	1,600	1,600
411.00.576.681.49.00	Cintas mat/laundry svc, tobacco license, professional development, misc.	6,900	6,900
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	27,000	27,000
	<b>Total Pro-Shop Professional Services</b>	<b>\$ 71,300</b>	<b>\$ 71,300</b>

	<b>Total Golf Professional Services</b>	<b>\$ 221,783</b>	<b>\$ 226,772</b>
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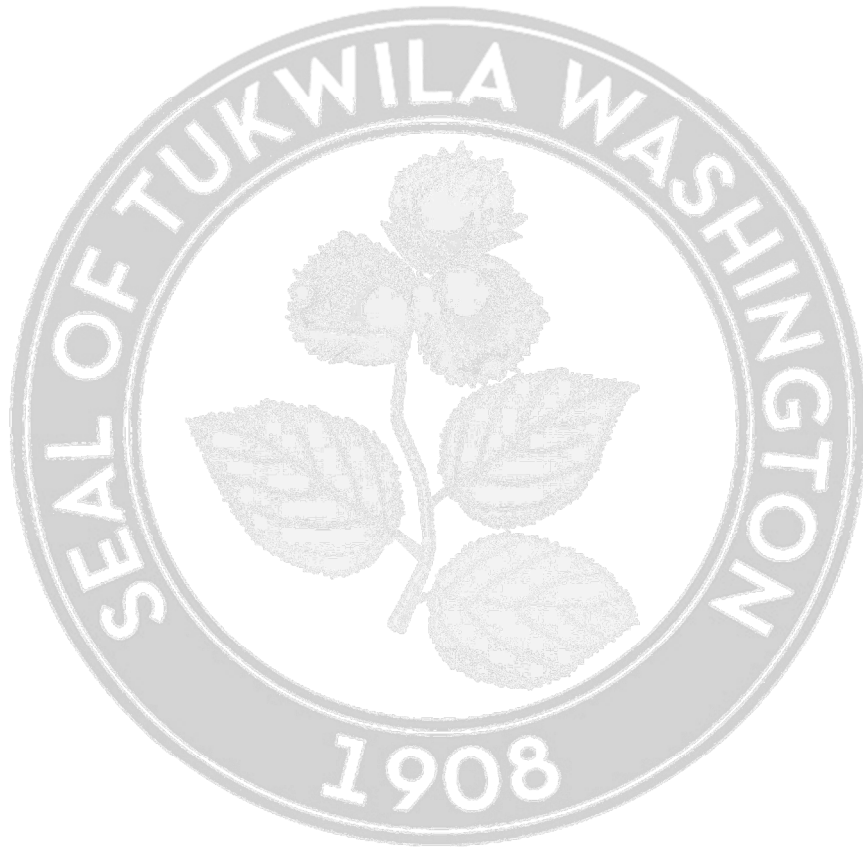


**Capital Assets***Foster Golf Operations Fund 411*

<b>Account Number</b>	<b>Purpose</b>	<b>2013</b>	<b>2014</b>
411.594.760.63.00.05	Tees and Greens	\$ 50,000	\$ 50,000
	Total Capital Assets	\$ 50,000	\$ 50,000

**Performance Measures***Foster Golf Operations Fund 411*

<b>Parks &amp; Recreation Golf Course &amp; Pro Shop Maintenance Services</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
Golf Course maintenance costs	\$ 971,442	\$ 971,406	\$ 938,582	\$ 895,569	\$ 919,420
Rounds of play	53,565	51,922	52,000	54,000	54,000
Maintenance costs per round of play	18.14	17.69	18.05	16.59	17.03
Greens fee revenue	\$ 1,098,808	\$ 1,033,508	\$ 1,167,407	\$ 1,200,000	\$ 1,200,000



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## 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.

### 2011-2012 Accomplishments

- ◆ Completed Small Drainage Project identified on the approved list for 2011-2012.
- ◆ Investigated through usage of TV, GIS, and flushing tasks to find unmapped systems.
- ◆ Completed most of the adoption and repair of the private storm systems that have been identified.
- ◆ Continued development of the GIS as-builts of city infrastructure that complies with NPDES.
- ◆ Completed and adopted the Surface Water Comprehensive Plan.
- ◆ River Valley support with neighboring jurisdictions and King County and removed the advanced measures against potential flooding as a result of the Howard Hanson Dam Flood Response Plan.
- ◆ Closed the Vactor waste treatment site and started using King County's Soil Reclamation Facility.

### 2013 Program Goals

- ◆ Complete Small Drainage Projects identified on the approved list for 2013.
- ◆ Create a database on water quality appurtenances.
- ◆ Continue development of the GIS as-builts of city infrastructure that complies with NPDES.
- ◆ Begin construction of Storm Lift Station #15 improvements.
- ◆ Begin design of Soils Reclamation Facility.

### 2014 Program Goals

- ◆ Complete Small Drainage Projects identified on the approved list for 2014.
- ◆ Implement and manage the database on water quality appurtenances.
- ◆ Continue development of the GIS as-builts of city infrastructure that complies with NPDES.
- ◆ Complete construction of Soils Reclamation Facility.
- ◆ Construct Christensen Road Pipe Replacement Project.
- ◆ Construct Gilliam Creek 42nd Ave S Culvert.

## Expenditure & Revenue Summary – Fund Wide

### Public Works – Surface Water Fund 412

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 649,912	\$ 704,210	\$ 755,821	\$ 763,946	\$ 792,778	1.07%	3.77%
20 Personnel Benefits	278,618	259,369	306,444	283,890	298,012	-7.36%	4.97%
30 Supplies	20,013	55,148	45,521	96,130	94,530	111.18%	-1.66%
40 Prof Services	348,630	412,491	829,153	1,297,131	918,041	56.44%	-29.23%
50 Intergovt. Services & Taxes	417,111	381,969	396,000	410,000	449,000	3.54%	9.51%
60 Capital Outlays	451,389	1,089,214	1,510,000	1,485,000	3,776,000	-1.66%	154.28%
70 Principal	343,614	336,868	286,554	287,154	287,754	0.21%	0.21%
80 Interest	35,350	32,783	30,514	28,503	26,495	-6.59%	-7.04%
00 Other	375,815	361,571	400,786	474,941	486,482	18.50%	2.43%
<b>EXPENDITURE TOTAL</b>	<b>2,920,452</b>	<b>3,633,622</b>	<b>4,560,793</b>	<b>5,126,694</b>	<b>7,129,092</b>	<b>12.41%</b>	<b>39.06%</b>

REVENUE							
Surface Water Fees	3,016,874	3,320,102	3,654,000	3,833,000	4,217,000	4.90%	10.02%
PWTF Loan	-	-	-	-	2,800,000	0.00%	0.00%
NPDES State Grant	50,000	118,112	-	310,000	-	0.00%	-100.00%
KC Dept of Natural Rsrcs and Park	-	11,619	-	-	-	0.00%	0.00%
KCFCZD-Opportunity Funds	47,541	-	44,000	45,000	45,000	2.27%	0.00%
Miscellaneous Revenue	5,969,319	57,066	17,400	18,900	19,900	8.62%	5.29%
<b>REVENUE TOTAL</b>	<b>\$ 9,083,734</b>	<b>\$ 3,506,900</b>	<b>\$ 3,715,400</b>	<b>\$ 4,206,900</b>	<b>\$ 7,081,900</b>	<b>13.23%</b>	<b>68.34%</b>

FUND BALANCE							
Change in Fund Balance *	6,163,282	(126,723)	(845,393)	(919,794)	(47,192)	8.80%	-94.87%
Beginning Fund Balance	(3,848,515)	2,314,768	937,263	2,000,000	1,080,206	113.39%	-45.99%
Ending Fund Balance	2,314,768	2,188,045	91,870	1,080,206	1,033,014	1075.80%	-4.37%

\* Change in fund balance equals revenues over/(under) expenditures

## Expenditure & Revenue Summary

### Public Works – Surface Water Fund 412

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 476,011	\$ 523,848	\$ 553,234	\$ 555,506	\$ 577,949	0.41%	4.04%
20 Personnel Benefits	217,337	204,513	235,803	217,340	228,228	-7.83%	5.01%
30 Supplies	20,013	37,541	45,130	46,130	44,530	2.22%	-3.47%
40 Prof Services	155,171	169,170	204,153	347,131	390,041	70.03%	12.36%
50 Intergovt. Services & Taxes	417,111	381,969	396,000	410,000	449,000	3.54%	9.51%
60 Capital Outlays	2,459	-	-	-	-	0.00%	0.00%
00 Other	375,815	361,571	400,786	474,941	486,482	18.50%	2.43%
<b>EXPENDITURE TOTAL</b>	<b>1,663,916</b>	<b>1,678,612</b>	<b>1,835,106</b>	<b>2,051,048</b>	<b>2,176,230</b>	<b>11.77%</b>	<b>6.10%</b>

REVENUE							
Surface Water Fees	3,016,874	3,320,102	3,654,000	3,833,000	4,217,000	4.90%	10.02%
<b>REVENUE TOTAL</b>	<b>\$ 3,016,874</b>	<b>\$ 3,320,102</b>	<b>\$ 3,654,000</b>	<b>\$ 3,833,000</b>	<b>\$ 4,217,000</b>	<b>4.90%</b>	<b>10.02%</b>

## Budget Changes

Budget changes for the Surface Water fund operations and maintenance include COLA increases for salaries and health care cost changes. Other changes also include increases in supplies, utility services, insurance, recording and credit card fees, training, and indirect cost share.

### Public Works – Surface Water Fund 412

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
10-Salaries	\$ 553,234	\$ 272	\$ 2,000	\$ -	\$ -	\$ -	\$ 555,506	\$ 22,444	\$ -	\$ -	\$ -	\$ -	\$ 577,949
20-Benefits	235,803	(17,463)	(1,000)	-	-	-	217,340	10,888	-	-	-	-	228,228
30-Supplies	45,130	-	1,000	-	-	-	46,130	-	-	(1,600)	-	-	44,530
40-Prof Serv	204,153	-	142,978	-	-	-	347,131	-	4,910	38,000	-	-	390,041
50-Intergov	396,000	49,600	(35,600)	-	-	-	410,000	20,000	19,000	-	-	-	449,000
Other	400,786	74,155	-	-	-	-	474,941	11,541	-	-	-	-	486,482
Total	\$ 1,835,106	\$ 106,564	\$ 109,378	\$ -	\$ -	\$ -	\$ 2,051,048	\$ 64,873	\$ 23,910	\$ 36,400	\$ -	\$ -	\$ 2,176,230

## Salaries and Benefits

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

### *Public Works – Surface Water Fund 412*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Maint & Ops Superintendent	0.5	0.5	\$ 47,940	\$ 15,265	0.5	\$ 49,344	\$ 16,112
Maint & Ops Foreman	1.5	1.5	116,742	41,251	1.5	120,168	43,377
Maint & Ops Specialist	5.5	5.5	356,466	159,399	5.5	374,079	167,315
Extra Labor			25,000	-		25,000	-
Overtime			9,358	-		9,358	-
Clothing Allowance			-	1,425		-	1,425
Department Total	7.5	7.5	\$ 555,506	\$ 217,340	7.5	\$ 577,949	\$ 228,228

## Professional Services

Professional services and contracts in the Surface Water division include storm pump station maintenance and repair.

### *Public Works – Surface Water Fund 412*

Account Number	Purpose	2013	2014
412.01.538.380.41.00	Engineering services and surveying	\$ 2,000	\$ 52,000
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	69,127	73,537
412.01.538.380.45.95	Equipment O & M and equipment rental fuel costs	61,174	61,674
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.	80,000	80,000
412.01.538.380.47.02	Electrical service	100	100
412.01.538.380.47.03	Storm filter cleaning	30,000	30,000
412.01.538.380.47.04	Spill Response & Disposal	30,000	30,000
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 telemetry repairs for alarm monitoring	4,000	4,000
412.01.538.380.49.00	Reg, tuition, memberships, software upgrades, publications & subscriptions	6,000	6,000
412.01.538.380.49.01	King County recording lien fees for delinquent surface water bills	5,000	-
412.01.538.380.49.08	PPI credit card fees	7,000	-
	Total Professional Services	\$ 347,131	\$ 390,041

## Expenditure & Revenue Summary

### Public Works – Surface Water Fund 412 Capital Outlays

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 173,902	\$ 180,362	\$ 202,587	\$ 208,440	\$ 214,829	2.89%	3.07%
20 Personnel Benefits	61,280	54,856	70,641	66,550	69,784	-5.79%	4.86%
30 Supplies	-	17,606	391	50,000	50,000	12687.72%	0.00%
40 Prof Services	193,460	243,321	625,000	950,000	528,000	52.00%	-44.42%
60 Capital Outlays	448,930	1,089,214	1,510,000	1,485,000	3,776,000	-1.66%	154.28%
70 Principal	343,614	336,868	286,554	287,154	287,754	0.21%	0.21%
80 Interest	35,350	32,783	30,514	28,503	26,495	-6.59%	-7.04%
<b>EXPENDITURE TOTAL</b>	<b>1,256,535</b>	<b>1,955,010</b>	<b>2,725,687</b>	<b>3,075,647</b>	<b>4,952,862</b>	<b>12.84%</b>	<b>61.03%</b>

REVENUE							
PWTF Loan	-	-	-	-	2,800,000	0.00%	0.00%
NPDES State Grant	50,000	118,112	-	310,000	-	0.00%	-100.00%
KC Dept of Natural Rsrcs and Park	-	11,619	-	-	-	0.00%	0.00%
KCFCZD-Opportunity Funds	47,541	-	44,000	45,000	45,000	2.27%	0.00%
Miscellaneous Revenue	5,969,319	57,066	17,400	18,900	19,900	8.62%	5.29%
<b>REVENUE TOTAL</b>	<b>\$ 6,066,860</b>	<b>\$ 186,797</b>	<b>\$ 61,400</b>	<b>\$ 373,900</b>	<b>\$ 2,864,900</b>	<b>508.96%</b>	<b>666.22%</b>

## Budget Changes

Budget changes for the Surface Water Capital fund include COLA increases for salary and health care cost changes. There is an increase in supplies due to State requirements to provide public education and outreach related to pollutant discharge elimination efforts. Other changes include appropriations for bond principal and interest payments and planned professional services and construction work on capital project initiatives.

### Public Works – Surface Water Fund 412 Capital Outlays

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
10-Salaries	\$ 202,587	\$ 8,148	\$ (2,295)	\$ -	\$ -	\$ -	\$ 208,440	\$ 6,389	\$ -	\$ -	\$ -	\$ -	\$ 214,829
20-Benefits	70,641	(4,091)	-	-	-	-	66,550	3,234	-	-	-	-	69,784
30-Supplies	391	-	(391)	50,000	-	-	50,000	-	-	-	-	-	50,000
40-Prof Serv	625,000	-	-	325,000	-	-	950,000	-	-	(422,000)	-	-	528,000
60-Capital	1,510,000	-	-	(25,000)	-	-	1,485,000	-	-	2,291,000	-	-	3,776,000
70-Principal	286,554	600	-	-	-	-	287,154	600	-	-	-	-	287,754
80-Interest	30,514	(4,197)	2,186	-	-	-	28,503	(2,008)	-	-	-	-	26,495
Total	\$ 2,725,687	\$ 460	\$ (500)	\$ 350,000	\$ -	\$ -	\$ 3,075,647	\$ 8,215	\$ -	\$ 1,869,000	\$ -	\$ -	\$ 4,952,862

## Salaries and Benefits

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

### *Public Works – Surface Water Fund 412 Capital Outlays*

Position Description	2012 FTE	2013 FTE	2013 Budgeted		2014 FTE	2014 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Senior Engineer	1	1	\$ 113,160	\$ 34,798	1	\$ 116,676	\$ 36,502
Engineer (NPDES Coord)	1	1	95,280	31,752	1	98,153	33,282
Department Total	2	2	\$ 208,440	\$ 66,550	2	\$ 214,829	\$ 69,784

## Professional Services

Professional services and contracts in the Surface Water division include design and construction management services for capital projects.

### *Public Works – Surface Water Fund 412 Capital Outlays*

Account Number	Purpose	2013	2014
412.98.594.382.41.00	Annual Small Drainage Program	\$ 145,000	\$ 160,000
412.98.594.382.41.00	Water Quality Retrofit	30,000	30,000
412.98.594.382.41.00	GIS Inventory	143,000	15,000
412.98.594.382.41.00	Storm Lift Station No. 15 Improvements	70,000	-
412.98.594.382.41.00	Soils Reclamation Facility	351,000	207,000
412.98.594.382.41.00	East Marginal Wy S Stormwater Outfall	20,000	-
412.98.594.382.41.00	Christensen Rd Pipe Replacement	61,000	41,000
412.98.594.382.41.00	Gilliam Creek 42nd Ave S Culvert	70,000	50,000
412.98.594.382.41.00	E Marginal Wy Conveyance Inspection	60,000	25,000
	Total Professional Services	\$ 950,000	\$ 528,000

## Capital Assets

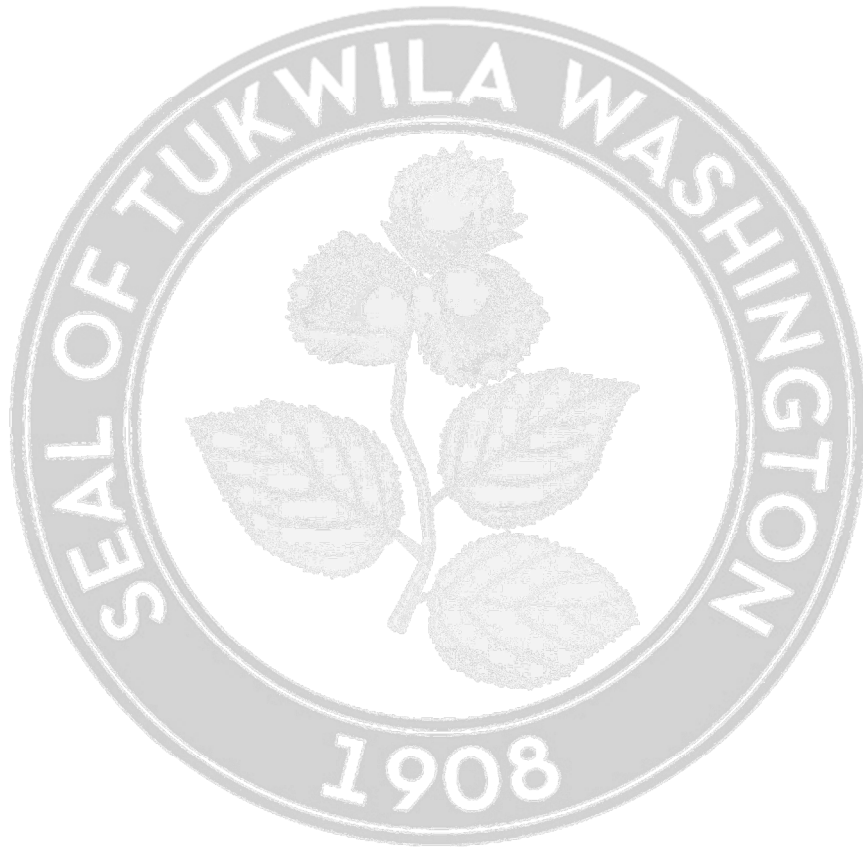
### *Public Works – Surface Water Fund 412 Capital Outlays*

Account Number	Description	2013	2014
412.98.594.382.61.00	Soils Reclamation Facility	\$ -	\$ 1,200,000
412.98.594.382.61.00	Storm Lift Station No. 15 Improvements	40,000	-
412.98.594.382.65.00	Annual Small Drainage Program	500,000	525,000
412.98.594.382.65.00	Water Quality Retrofit	80,000	80,000
412.98.594.382.65.00	Storm Lift Station No. 15 Improvements	515,000	-
412.98.594.382.65.00	Soils Reclamation Facility	-	1,136,000
412.98.594.382.65.00	East Marginal Wy S Stormwater Outfall	100,000	-
412.98.594.382.65.00	Christensen Rd Pipe Replacement	-	225,000
412.98.594.382.65.00	Gilliam Creek 42nd Ave S Culvert	-	550,000
412.98.594.382.65.00	E Marginal Wy Conveyance Inspection	250,000	60,000
	E Marginal Wy Conveyance Inspection	\$ 1,485,000	\$ 3,776,000



**Performance Measures***Public Works – Surface Water Fund 412*

<b>Public Works - Surface Water</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
<b>Maintain &amp; Improve Surface Water System</b>					
Number of linear feet TV inspected	5,000	10,000	10,000	10,000	10,000
Number of linear feet of storm lines cleaned	16,000	16,000	10,000	10,000	12,000
Number of linear feet of ditches cleaned	2,500	3,000	3,000	3,000	3,000
Number of manholes/catch basins/or stormceptors cleaned	1,450	1,500	800	1,000	1,500
Number of times cleaned four water quality ponds	Once/yr	Once/yr	Once/yr	Once/yr	Once/yr
<b>Capital</b>					
Hours of 5 storm lift stations monitoring of pump hours, start counts, and generator operation (weekly)	4	4	5	5	5
<b>NPDES (National Pollutant Discharge Elimination System)</b>					
Number of illicit discharge events	16	13	13	11	11
Number vehicles washed using the SudsSafe Car Wash	204	176	100	150	150
<b>Customers</b>					
Number of surface water customers	5,164	5,204	5,220	5,250	5,260
Number of total drainage system miles	67	68.75	69	70	71



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## Goals and Accomplishments

**DEPARTMENT:** Public Works  
**FUND:** Equipment Rental & Replacement  
**RESPONSIBLE MANAGER:** Bob Giberson

**DIVISION:** 501.01, 501.02  
**FUND NUMBER:** 501  
**POSITION:** Director

### Description

The mission of the Equipment Rental 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 193 vehicles and 134 other pieces of equipment.

### 2011-2012 Accomplishments

- ◆ Utilized fleet management database to recommend a 10 percent reduction in the City's fleet costs.
- ◆ Implemented the Vehicle Procurement and Replacement Policy.
- ◆ Implemented the City Vehicle/Equipment Usage Policy.
- ◆ Analyzed effectiveness of Idle Policy contained in City Vehicle/Equipment Usage Policy.
- ◆ Completed by April 30 each year, the Condition of the City's Fleet Report.
- ◆ Created comprehensive equipment replacement plan for sustainable funding for the fleet's capital asset program.
- ◆ Reduced fleet size and unfunded liabilities by 6 units.
- ◆ Reduced towing cost by insourcing services and also insourced tire repair.

### 2013-2014 Program Goals

- ◆ Continue to promote fuel savings through the Idle Policy.
- ◆ Continue to promote the Pool Car program for maximum use of shared resources.
- ◆ Evaluate and adjust replacement plan for cost effective and appropriate replacement solutions.

## Expenditure & Revenue Summary

### Public Works – Equipment Rental

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
10 Salaries & Wages	\$ 337,683	\$ 352,052	\$ 363,991	\$ 378,616	\$ 390,032	4.02%	3.02%
20 Personnel Benefits	148,635	136,114	152,502	146,646	153,471	-3.84%	4.65%
30 Supplies	529,797	618,249	694,479	684,479	684,479	-1.44%	0.00%
40 Prof Services	107,730	92,045	187,360	172,053	173,040	-8.17%	0.57%
50 Intergovt. Services & Taxes	-	1	-	-	-	0.00%	0.00%
60 Capital Outlays	378,003	516,921	322,000	2,209,906	714,681	586.31%	-67.66%
00 Other	199,734	294,607	309,667	291,838	298,930	-5.76%	2.43%
<b>EXPENDITURE TOTAL</b>	<b>1,701,582</b>	<b>2,009,989</b>	<b>2,029,999</b>	<b>3,883,538</b>	<b>2,414,633</b>	<b>91.31%</b>	<b>-37.82%</b>

REVENUE							
Vehicle/Equipment Repair	959,751	987,070	1,099,806	935,325	916,902	-14.96%	-1.97%
Equip Replacement-Depreciation	206,656	734,247	777,801	972,088	989,190	24.98%	1.76%
Fuel Sales	335,399	427,979	474,000	474,000	474,000	0.00%	0.00%
Miscellaneous Revenue	205,409	60,061	14,419	1,441,645	457,210	9898.23%	-68.29%
<b>REVENUE TOTAL</b>	<b>\$ 1,707,215</b>	<b>\$ 2,209,357</b>	<b>\$ 2,366,026</b>	<b>\$ 3,823,058</b>	<b>\$ 2,837,302</b>	<b>61.58%</b>	<b>-25.78%</b>

FUND BALANCE							
Change in Fund Balance *	5,633	199,368	336,027	(60,480)	422,669	-118.00%	-798.86%
Beginning Fund Balance	3,318,992	3,324,625	3,410,129	4,000,000	3,939,520	17.30%	-1.51%
Ending Fund Balance	3,324,625	3,523,993	3,746,156	3,939,520	4,362,189	5.16%	10.73%

\* Change in fund balance equals revenues over/(under) expenditures

## Budget Changes

Budget changes for the Equipment Rental fund include COLA increases for salaries, and health care cost changes and a reduction in supplies. Although training and funding for equipment replacement appropriations are higher, there is a net decrease in professional services due to a reduction of equipment maintenance expenditures. There is a significant increase in planned vehicle purchases for 2013, primarily consisting of two replacement pumpers at approximately \$1.4 million. The balance of the Fire Equipment Cumulative Reserve Fund has been transferred to the Equipment Rental Fund to facilitate the replacement of fire apparatus.

### Public Works – Equipment Rental

	2012 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2013 Budget	Non Discre- tionary	Discre- tionary	Initia- tives	Revenue Backed	Trans- fers	2014 Budget
10-Salaries	\$ 363,991	\$ 11,772	\$ 2,853	\$ -	\$ -	\$ -	\$ 378,616	\$ 11,416	\$ -	\$ -	\$ -	\$ -	\$ 390,032
20-Benefits	152,502	(4,856)	(1,000)	-	-	-	146,646	6,825	-	-	-	-	153,471
30-Supplies	694,479	-	(10,000)	-	-	-	684,479	-	-	-	-	-	684,479
40-Prof Serv	187,360	-	(15,307)	-	-	-	172,053	-	987	-	-	-	173,040
60-Capital	322,000	-	1,887,906	-	-	-	2,209,906	(1,495,225)	-	-	-	-	714,681
Other	309,667	(17,829)	-	-	-	-	291,838	7,092	-	-	-	-	298,930
Total	\$ 2,029,999	\$ (10,913)	\$ 1,864,452	\$ -	\$ -	\$ -	\$ 3,883,538	\$ (1,469,892)	\$ 987	\$ -	\$ -	\$ -	\$ 2,414,633

## Salaries and Benefits

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

### *Public Works – Equipment Rental*

Position Description	2012	2013	2013 Budgeted		2014	2014 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Maint & Ops Superintendent	1	1	\$ 94,680	\$ 30,232	1	\$ 97,488	\$ 31,915
Fleet Technician	4	4	269,936	115,464	4	278,544	120,606
Extra Labor			12,000	-		12,000	-
Overtime			2,000	-		2,000	-
Clothing Allowance			-	950		-	950
Department Total	5	5	\$378,616	\$146,646	5	\$390,032	\$153,471

## Professional Services

Professional services and contracts in the Equipment Rental Fund include phone charges, equipment replacement and rental costs, training, and drug screenings.

### *Public Works – Equipment Rental*

Account Number	Purpose	2013	2014
501.01.548.650.41.00	Professional Services - DOT health exams, drug screening, audiology tests	\$ 1,000	\$ 1,000
501.01.548.650.42.00	Phone charges, Nextels, and UPS shipping fees	2,000	2,000
501.01.548.650.45.00	Equipment lease	1,050	1,050
501.01.548.650.45.94	Equipment Replacement	15,528	16,568
501.01.548.650.45.95	Equipment O & M	13,564	13,511
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	120,781	120,781
501.01.548.650.49.00	Reg., trng, memberships, laundry svc, vehicle lic., sub.	8,000	8,000
	Total Professional Services	\$ 172,053	\$ 173,040

## Capital Assets

The capital assets schedule below is in addition to the new and replacement purchases schedule found at the end of this fund.

### *Public Works – Equipment Rental*

Account Number	Purpose	2013	2014
501.01.594.480.64.00	Tire Repair machine and others	\$ 15,000	\$ 15,000
501.01.594.480.64.00	Vehicle Replacements	2,194,906	699,681
	Total Capital Assets	\$ 2,209,906	\$ 714,681

**Performance Measures***Public Works – Equipment Rental*

<b>Public Works - Equipment Rental</b>	<b>2010 Actual</b>	<b>2011 Actual</b>	<b>2012 Estimated</b>	<b>2013 Projection</b>	<b>2014 Projection</b>
<b>Improve fleet service</b>					
Work orders issued	1,625	1,548	1,560	1,580	1,590
Preventive Maintenance (PM) Completed	368	384	380	380	380
Gallons of Fuel Consumed	124,454	125,856	125,800	127,000	127,500
Number of Accidents	66	79	65	65	65
<b>Capital</b>					
Number of new patrol cars purchased	6	9	-	3	2
Average Age of Fleet	11 years	8 years	9 years	10 years	10 years
<b>Inventory</b>					
Number of passenger vehicles	159	163	157	151	151
Number of motorcycles	7	7	7	6	6
Number of pieces of heavy equipment (dump trucks, etc)	35	35	35	36	36
Number of miscellaneous equipment (mowers, etc)	135	135	135	134	134

## Public Works – Equipment Rental

## NEW &amp; REPLACEMENT PURCHASES IN 2013-2014

CURRENT UNIT Scheduled Replacements		UNIT No.	PURCHASE YEAR		Estimated Replacement Year	Replacement Unit
			2013	2014		
POLICE: (A)						
1)	Patrol Car	1720	\$ 63,000		2019	Patrol Car
2)	Patrol Car	1723	63,000		2018	Patrol Car
3)	Patrol Car, Crime Prev	1127	63,000		2024	Patrol Car, Crime Prev
4)	Patrol Car	1724		\$ 63,000	2018	Patrol Car
5)	Patrol Car, Traffic	1103		63,000	2025	Patrol Car, Traffic
6)	Motorcycle	1072		35,000	2025	Motorcycle
7)	Detective Admin Sedan	1151		30,000	2024	Detective Admin Sedan
8)	Jail Transport Van	1221		160,000	2034	Jail Transport Van
9)	DARE Vehicle	1209		45,000	2024	DARE Vehicle
FIRE:						
10)	Command Car, BC (B)	1281	86,000		2023	Command Car, BC
11)	Pumper	1352	700,000		2038	Pumper
12)	Pumper	New	700,000		2038	Pumper
STREET:						
13)	Sweeper	1464	220,000		2023	Sweeper
14)	Bucket Truck (B)	1278		160,000	2024	Bucket Truck
15)	¾-Ton Pickup	1256		28,000	2024	¾-Ton Pickup
SEWER / SURFACE WATER:						
16)	TV Van	1254	180,000		2033	TV Van
WATER:						
17)	¾-Ton Pickup	1287	30,000		2028	¾-Ton Pickup
18)	Variable Message Board	1426		15,300	2029	Variable Message Board
PARKS:						
19)	¼-Ton Pickup	1255	19,500		2031	¼-Ton Pickup
GOLF:						
20)	Utility Cart	1061	6,812		2023	Utility Cart
21)	Utility Cart	1067	6,812		2023	Utility Cart
22)	Utility, Gator	1069		5,000	2024	Utility, Gator
23)	Mower, Greens	1656	34,782		2035	Mower, Greens
24)	Mower, Greens Triplex	6604		34,081	2021	Mower, Greens Triplex
25)	Mower, Trim	1633		27,000	2024	Mower, Trim
26)	Core Harvester	6003		7,000	2021	Core Harvester
BUILDING MAINTENANCE:						
27)	Cargo Van	1249	22,000		2028	Cargo Van
28)	Cargo Van	1248		22,000	2029	Cargo Van
EQUIPMENT RENTAL:						
29)	Vehicle Diagnostic System	9600		5,300	2019	Vehicle Diagnostic System
Total by year			\$ 2,194,906	\$ 699,681		
Grand Total			\$ 2,894,587			

(a) Positions were added to the Police Department later in the budget process for the Crime Prevention Reduction and Chronic Nuisance initiatives. Funding is available to purchase police vehicles for these positions, but they have not been reflected in the 501 Fund's New & Replacement Purchases.

(b) Lines 10 and 14 were budgeted for replacement in 2012, but not purchased.



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**DEPARTMENT:** Finance  
**FUND:** Self Insured Healthcare Plan  
**RESPONSIBLE MANAGER:** Peggy McCarthy

**DIVISION:** N/A  
**FUND NUMBER:** 502  
**POSITION:** Director

### Description

This fund accounts for the City's self-insured healthcare plan. This fund receives contributions on behalf of the employees through premiums charged to their respective organization units. Healthcare claims, program administrative fees and a Wellness Program are expensed in this fund.

#### Insurance Fund 502

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
20 Personnel Benefits	\$ 4,265,904	\$ 4,284,094	\$ 4,700,000	\$ 4,892,940	\$ 5,252,006	4.11%	7.34%
40 Prof Services	38,326	32,515	45,500	45,500	45,500	0.00%	0.00%
00 Other	-	110,241	113,548	73,709	75,500	-35.09%	2.43%
<b>EXPENDITURE TOTAL</b>	<b>4,304,231</b>	<b>4,426,850</b>	<b>4,859,048</b>	<b>5,012,149</b>	<b>5,373,006</b>	<b>3.15%</b>	<b>7.20%</b>

REVENUE							
Trust Contributions	5,456,708	4,249,245	4,367,715	4,483,192	4,483,192	2.64%	0.00%
Voluntary Contributions	32,684	53,699	32,000	50,000	50,000	56.25%	0.00%
Mandatory Contributions	27,272	25,668	28,000	28,000	28,000	0.00%	0.00%
Miscellaneous Revenue	(40,877)	535,971	16,853	98,200	98,200	482.69%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 5,475,787</b>	<b>\$ 4,864,583</b>	<b>\$ 4,444,568</b>	<b>\$ 4,659,392</b>	<b>\$ 4,659,392</b>	<b>4.83%</b>	<b>0.00%</b>

FUND BALANCE							
Change in Fund Balance *	1,171,557	437,733	(414,480)	(352,757)	(713,614)	-14.89%	102.30%
Beginning Fund Balance	3,374,190	4,545,747	4,431,820	4,500,000	4,147,243	1.54%	-7.84%
Ending Fund Balance	4,545,747	4,983,480	4,017,340	4,147,243	3,433,629	3.23%	-17.21%

\* Change in fund balance equals revenues over/(under) expenditures

### Budget Changes

Budget changes for Insurance Fund primarily include higher anticipated benefit costs and addition to the IBNR reserve based on an actuarial evaluation.

#### Insurance Fund 502

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
20-Benefits	\$ 4,700,000	\$ 192,940	\$ -	\$ -	\$ -	\$ -	\$ 4,892,940	\$ 359,066	\$ -	\$ -	\$ -	\$ -	\$ 5,252,006
40-Prof Serv	45,500	-	-	-	-	-	45,500	-	-	-	-	-	45,500
Other	113,548	(39,839)	-	-	-	-	73,709	1,791	-	-	-	-	75,500
<b>Total</b>	<b>\$ 4,859,048</b>	<b>\$ 153,101</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,012,149</b>	<b>\$ 360,857</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,373,006</b>

**Professional Contract***Insurance Fund 502*

Account Number	Purpose	2013	2014
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:** LEOFF I Retiree Self-Insured Healthcare Plan  
**RESPONSIBLE MANAGER:** Peggy McCarthy

**DIVISION:** N/A  
**FUND NUMBER:** 503  
**POSITION:** Director

### Description

This fund accounts for the City's self-insured healthcare 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. Healthcare claims and program administrative fees are expensed in this fund.

#### Insurance LEOFF 1 Fund 503

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
20 Personnel Benefits	\$ 248,310	\$ 394,221	\$ 659,530	\$ 479,372	\$ 523,672	-27.32%	9.24%
40 Prof Services	2,100	22,326	13,000	19,500	19,500	50.00%	0.00%
00 Other	-	9,704	9,995	9,619	9,906	-3.76%	2.98%
<b>EXPENDITURE TOTAL</b>	<b>250,410</b>	<b>426,251</b>	<b>682,525</b>	<b>508,491</b>	<b>553,078</b>	<b>-25.50%</b>	<b>8.77%</b>

REVENUE							
Trust Contributions	577,001	464,936	575,000	-	-	-100.00%	0.00%
Miscellaneous Revenue	8,798	3,552	4,040	3,340	3,340	-17.33%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 585,799</b>	<b>\$ 468,488</b>	<b>\$ 579,040</b>	<b>\$ 3,340</b>	<b>\$ 3,340</b>	<b>-99.42%</b>	<b>0.00%</b>

FUND BALANCE							
Change in Fund Balance *	335,389	42,236	(103,485)	(505,151)	(549,738)	388.14%	8.83%
Beginning Fund Balance	1,251,362	1,586,751	1,246,806	1,600,000	1,094,849	28.33%	-31.57%
Ending Fund Balance	1,586,751	1,628,987	1,143,321	1,094,849	545,111	-4.24%	-50.21%

\* Change in fund balance equals revenues over/ (under) expenditures

### Budget Changes

Budget changes for Insurance LEOFF 1 Fund primarily due to a decrease in the indirect cost share.

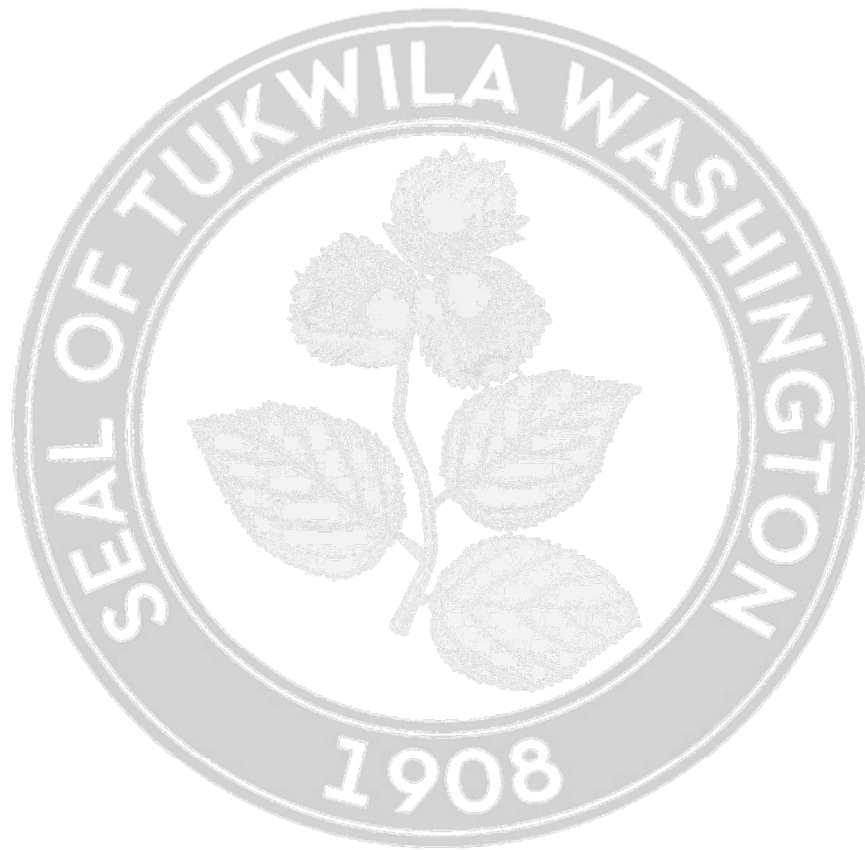
#### Insurance LEOFF 1 Fund 503

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
20-Benefits	\$ 659,530	\$ 12,500	\$ (192,658)	\$ -	\$ -	\$ -	\$ 479,372	\$ 750	\$ 43,550	\$ -	\$ -	\$ -	\$ 523,672
40-Prof Serv	13,000	-	6,500	-	-	-	19,500	-	-	-	-	-	19,500
Other	9,995	(376)	-	-	-	-	9,619	287	-	-	-	-	9,906
Total	\$ 682,525	\$ 12,124	\$ (186,158)	\$ -	\$ -	\$ -	\$ 508,491	\$ 1,037	\$ 43,550	\$ -	\$ -	\$ -	\$ 553,078

### Professional Services

#### Insurance LEOFF 1 Fund 503

Account Number	Purpose	2013	2014
503.00.517.370.41.00	Broker Fee	\$ 19,500	\$ 19,500
	Total Professional Services	\$ 19,500	\$ 19,500



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**DEPARTMENT:** N/A  
**FUND:** Firemen's Pension  
**RESPONSIBLE MANAGER:** Peggy McCarthy

**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*

Object Description	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET	2014 BUDGET	2012-13 % change	2013-14 % change
20 Personnel Benefits	\$ 58,744	\$ 56,576	\$ 45,000	\$ 60,900	\$ 62,727	35.33%	3.00%
40 Prof Services	3,000	7,800	21,000	10,000	10,000	-52.38%	0.00%
<b>EXPENDITURE TOTAL</b>	<b>61,744</b>	<b>64,376</b>	<b>66,000</b>	<b>70,900</b>	<b>72,727</b>	<b>7.42%</b>	<b>2.58%</b>

#### REVENUE

Fire Insurance Premium Tax	49,989	54,865	50,000	56,650	56,650	13.30%	0.00%
Miscellaneous Revenue	4,405	1,746	3,872	2,000	2,000	-48.35%	0.00%
<b>REVENUE TOTAL</b>	<b>\$ 54,394</b>	<b>\$ 56,611</b>	<b>\$ 53,872</b>	<b>\$ 58,650</b>	<b>\$ 58,650</b>	<b>8.87%</b>	<b>0.00%</b>

#### FUND BALANCE

Change in Fund Balance *	(7,350)	(7,765)	(12,128)	(12,250)	(14,077)	1.01%	14.91%
Beginning Fund Balance	1,437,172	1,429,822	1,437,872	1,420,000	1,407,750	-1.24%	-0.86%
Ending Fund Balance	1,429,822	1,422,057	1,425,744	1,407,750	1,393,673	-1.26%	-1.00%

\* Change in fund balance equals revenues over/ (under) expenditures

### Budget Changes

Budget changes for Firemen's Pension Fund include a decrease in professional services for excess retirement benefits and increased benefit payments.

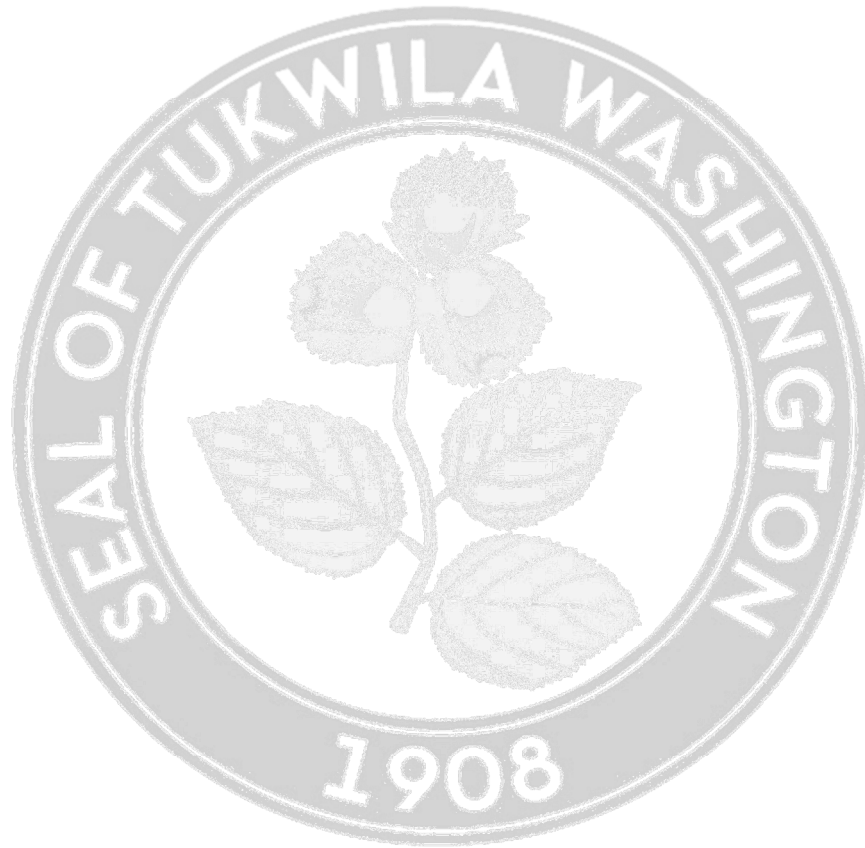
#### *Firemen's Pension Fund*

	2012 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2013 Budget	Non Discretionary	Discretionary	Initiatives	Revenue Backed	Transfers	2014 Budget
20-Benefits	\$ 45,000	\$ -	\$ 15,900	\$ -	\$ -	\$ -	\$ 60,900	\$ 1,827	\$ -	\$ -	\$ -	\$ -	\$ 62,727
40-Prof Serv	21,000	-	(11,000)	-	-	-	10,000	-	-	-	-	-	10,000
<b>Total</b>	<b>\$ 66,000</b>	<b>\$ -</b>	<b>\$ 4,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,900</b>	<b>\$ 1,827</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,727</b>

### Professional Services

#### *Firemen's Pension Fund*

Account Number	Purpose	2013	2014
611.00.522.200.41.00	Professional Services	\$ 10,000	\$ 10,000
	<b>Total Professional Services</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>



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**City of Tukwila**  
*Washington*

**2013 - 2018**

**Financial Planning Model  
and  
Capital Improvement Program**



## City of Tukwila

*Jim Haggerton, Mayor*

6200 Southcenter Boulevard • Tukwila, Washington • 98188  
Tel 206-433-1800 • [www.tukwilawa.gov](http://www.tukwilawa.gov)

January 7, 2013

To the Tukwila City Council and Community:

The Six-Year Financial Planning Model and Capital Improvement Program (CIP) document is intended to be utilized with the City's biennial budget to help plan the future direction of the City. As with the budget, the CIP is a guide that reflects the City's future resources and goals at the time of planning. The CIP represents the commitment of ongoing efforts by elected officials and City staff members to build long-term strategies that are sustainable for Tukwila.

In order to gain a better understanding of this detailed document, a brief overview of the 2013-2018 Financial Planning Model and Capital Improvement Program components are included immediately following this brief introduction.

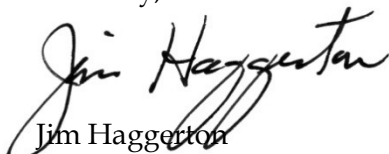
In summary, the City will generally be able to meet its operations and maintenance requirements as well as the base capital needs. The outcome of the items listed below will have an impact on the general government fund, as well as the enterprise funds' ability to meet program goals.

- Actual growth of the Tukwila economy
- Operating costs exceeding revenue growth, i.e. controlling costs
- Ability to secure federal and state grants for large infrastructure projects
- Continued receipt of state shared revenues, such as the sales tax mitigation money that offsets lost sales tax revenue and liquor revenues

Many of the factors outlined in the overview on the following pages have been factored into the Six-Year Financial Planning Model & Capital Improvement Program. We are diligently working on the above items that we can directly influence.

I am optimistic that we will be able to continue to move projects forward as we build for Tukwila's tomorrow.

Sincerely,



Jim Haggerton  
Mayor



## **Financial Planning Model & Capital Improvement Program**

### **Overview**

#### **FINANCIAL PLANNING MODEL**

The Financial Planning Model is comprised of three attachments:

##### **Attachment A: Total Revenues and Expenditures**

This attachment summarizes the general government revenues, operations and maintenance, and debt and capital expenditures.

##### **Attachment B: General Fund Operations & Maintenance Expenditures**

This attachment provides a greater level of detail for the anticipated operations and maintenance.

##### **Attachment C: General Government Project Costs**

This attachment provides a greater level of detail for the anticipated capital expenditures.

#### **GENERAL REVENUES**

While the region and the state experienced dramatic declines in revenue from various sources during the most recent recession, the local economy has shown signs of stabilizing. During the 2013-2014 biennium, change in personal income is expected to outpace change in Seattle CPI, unemployment is expected to show modest declines, and construction is expected to continue to rebound.

##### **Sales Taxes**

Sales tax is the City's largest revenue source. Through the month of September 2012, sales tax collections are running 4% behind 2011 and slightly behind budget. This is still substantially behind the high in 2007. The City expects to receive nearly \$1.17 million in sales tax mitigation from the Department of Revenue, which will offset some of the decline in sales tax receipts. We are projecting an annual increase over budget of 1.7% in sales tax revenue for 2013, 2.5% increase in 2014, and annual increases of 1.5% to 3% for 2015 through 2018.

##### **Property Taxes**

The 1% property tax limitation is still the most revenue restrictive element of the general revenue base. 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 3.7% for 2014, due primarily to additional taxes from an expected annexation, and a rate of 2.5% for 2015 through 2018.

##### **Utility Taxes**

The utility tax rate is 6% for external (non-City run) utilities. The City enacted a solid waste utility tax in 2009 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. Revenue from this license fee is expected to exceed \$1.7 million per year. The remaining General Fund revenues are gambling taxes, permit fees, court fees, charges for services, and recreation program fees, which are projected to show modest increases through 2014. Construction related fees are expected to gradually increase as improvements in the local economy occurs.

## **UTILITY REVENUES**

### **Water**

Revenues continue to remain flat. Cascade Water Alliance (CWA) has increased the cost of purchased water and administrative dues for 2013 by 6.1%. We are proposing a 10% rate increase in 2013, to incorporate CWA's increases and the cost of the City's infrastructure. A 10% increase is also proposed for years 2014 through 2018. These rate increases are necessary to keep the fund stable and incorporate CWA's rate increases in the future.

### **Sewer**

King County Sewer Metro will have a 10.22% rate increase in 2013. To maintain our current level of service, a 20% rate increase has been factored into the six-year Sewer Plan for 2013 through 2014, and 10% and 15% increases in 2015 through 2018. The capital program for the sewer fund continues to be reduced to build up reserves.

### **Surface Water**

The Six-Year Planning Model requires rate increases to compensate for rising costs. We have proposed rate increases of 5% in 2013, 2015 and 2017, and 10% increases in 2014, 2016 and 2018. Future National Pollutant Discharge Elimination System (NPDES) permit requirements may have significant costs for the Surface Water fund. The City's surface water fees remain significantly lower than neighboring jurisdictions.

## **CAPITAL EFFORTS - GENERAL**

Below are the significant new elements of the 2013-2018 Capital Improvement Program.

### **Residential**

Residential street improvements include 42<sup>nd</sup> Avenue South - Phase III, and Cascade View and Thorndyke Safe Routes to School projects.

### **Bridges**

We have changed the Boeing Access Road Bridge (BAR) Replacement to the Boeing Access Road Bridge Rehabilitation. The estimated cost to rehabilitate the BAR Bridge is \$12 million, as opposed to the \$30 million for full replacement. In December 2012, the rehabilitation project received \$9.745 million in grant funds from the Federal Highway Bridge Program and we have tentatively been approved for a Public Works Trust Fund Loan for the City's match. The Tukwila Urban Center Pedestrian Bridge design is scheduled for completion in 2013, with construction in 2015, grant dependent.

### **Arterial Streets**

With the successful completion of the Southcenter Parkway Extension and Tukwila Urban Center Access (Klickitat) projects, the major changes for 2013 are:

- Tukwila Urban Center Transit Center and Andover Park West street improvements are scheduled to be advertised for bids in January 2013, with construction to follow.
- Interurban Avenue South has been scheduled for construction in 2014 as we were successful with federal and state transportation improvement grants and have been tentatively approved for a Public Works Trust Fund loan.
- We received a \$1,000,000 construction grant from Puget Sound Regional Council (PSRC) for the overlay of East Marginal Way South between South 82<sup>nd</sup> Place and South Norfolk Street with a City's match of \$475,000.
- We have added a new CIP project to incorporate the Americans with Disabilities Act (ADA) requirements throughout the City. This project will include upgrades to the two major pedestrian crosswalks on Tukwila International Boulevard in 2013.

### **Parks & Recreation**

Funding for Duwamish River Hill Preserve, Duwamish Gardens, and Tukwila Greenbelt Trails are all included in 2013 - 2014.

### **Facilities**

Tukwila Village development agreement was approved in December 2012 along with King County Library. The proposed CIP includes an analysis phase in 2013 for an overview of all City Facilities.

### **Tukwila Levee**

With the 75% reimbursement for the removal of the Howard Hanson Dam Flood Control Measures from the King County Flood Control District, the Super Sacks and Hescos were removed by November 2012 with full trail restoration to follow in spring 2013.

### **Water**

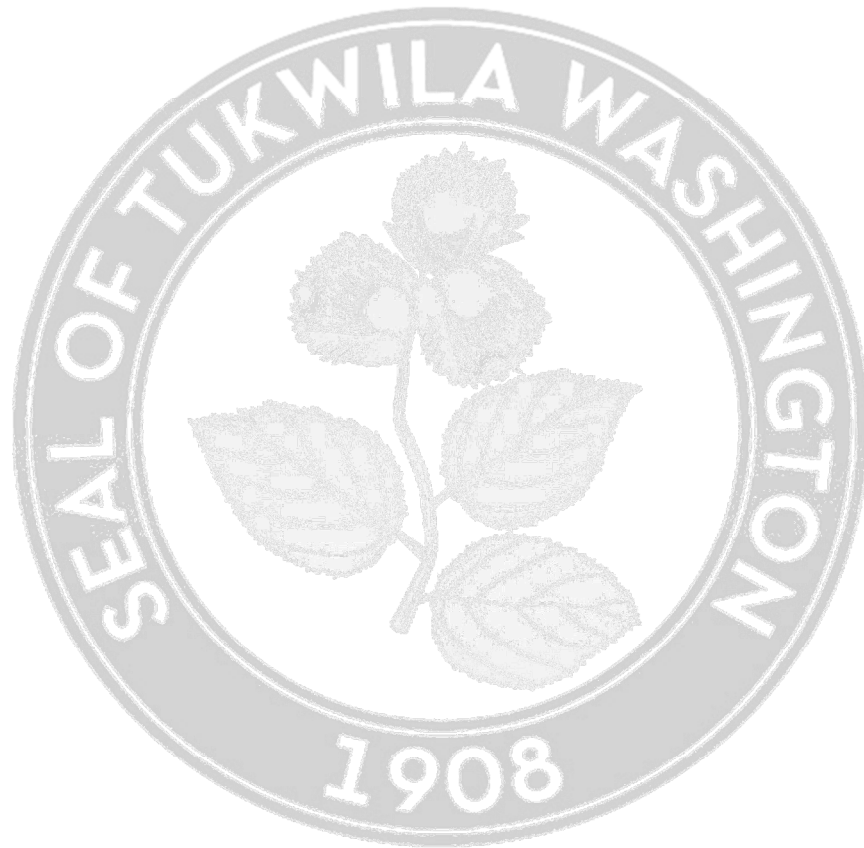
A significant water line replacement project is planned for Andover Park West in conjunction with the Tukwila Urban Center Transit Center and Andover Park West street improvements.

### **Sewer**

Sewer improvements include the Commercial Business District (CBD) Sanitary Sewer Rehabilitation Project that received \$750,000 from a Public Works Trust Fund Loan.

### **Surface Water**

Projects include the ongoing Small Drainage Program, Storm Lift Station No. 15, the Soils Reclamation Facility, GIS Inventory, and a new project to implement a Water Quality Retrofit Program.



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**ATTACHMENT A**  
**CITY OF TUKWILA**  
**TOTAL REVENUES & EXPENDITURES**  
2013 - 2018 Analysis in 000's

	BUDGET		PROJECTIONS				Totals 2013 - 2018
	2013 Budget	2014 Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	
<b>REVENUES</b> (see A-1)							
<u>General Revenues</u>							
1 Sales Tax	\$ 16,464	\$ 16,879	\$ 17,114	\$ 17,592	\$ 18,083	\$ 18,590	<b>\$104,722</b>
2 Property Taxes	13,814	14,321	14,679	15,046	15,422	15,808	<b>89,090</b>
3 Utility Taxes	4,288	4,357	4,488	4,622	4,761	4,904	<b>27,420</b>
4 RGRL	1,750	1,768	1,812	1,858	1,904	1,952	<b>11,043</b>
5 One-time revenue	8,500	4,355	3,500	2,000			<b>18,355</b>
6 Interfund Utility Taxes	1,486	1,585	1,664	1,747	1,835	1,927	<b>10,244</b>
7 Gambling Taxes	2,097	2,207	2,229	2,251	2,274	2,297	<b>13,355</b>
8 Contract Agreement - SCL	2,206	2,250	2,318	2,387	2,459	2,532	<b>14,152</b>
9 Charges/Fees for Services	3,836	3,902	4,019	4,140	4,264	4,392	<b>24,552</b>
10 Transfers In - Other Funds	2,036	2,085	2,148	2,212	2,278	2,347	<b>13,106</b>
11 Intergovernmental Revenue	1,439	1,062	1,083	1,105	1,127	1,150	<b>6,966</b>
12 Other Taxes/Miscellaneous	1,599	1,644	1,693	1,744	1,796	1,850	<b>10,327</b>
13 Subtotal	59,515	56,415	56,747	56,704	56,203	57,747	<b>343,331</b>
14 <u>Dedicated Revenues (Capital)</u>							
15 Real Estate Excise Taxes	260	260	268	276	284	293	<b>1,640</b>
16 Motor Vehicle Taxes	374	377	388	400	412	424	<b>2,376</b>
17 Property tax-Greenbelt levy	34	0	0	0	0	0	<b>34</b>
18 Parking Taxes	151	151	156	160	165	170	<b>953</b>
19 Revenues above Included in CIP	(744)	(747)	(486)	(759)	(781)	(790)	<b>(4,307)</b>
	75	41	326	77	80	97	<b>696</b>
20 <u>Investment Income/Misc (Capital)</u>	21	9	9	9	9	10	<b>67</b>
21 Subtotal	96	50	334	86	89	107	<b>762</b>
22 <b>TOTAL REVENUE AVAILABLE</b>	<b>59,611</b>	<b>56,465</b>	<b>57,082</b>	<b>56,790</b>	<b>56,293</b>	<b>57,853</b>	<b>344,094</b>
<b>EXPENDITURES</b>							
23 <u>Operations &amp; Maintenance:</u> (See Attachment B)	48,142	48,924	50,722	51,990	53,290	54,622	<b>307,690</b>
24 Transfers: Operating	475	675	323	329	316	283	<b>2,400</b>
25 Transfers: Reserve Fund	1,500	2,200	3	119	146	150	<b>4,118</b>
26 Debt Service (a)	5,964	3,026	2,859	2,632	2,634	2,628	<b>19,744</b>
27 Admin/Engineering overhead	414	429	440	451	463	474	<b>2,672</b>
28 <b>Subtotal Available</b>	<b>3,115</b>	<b>1,210</b>	<b>2,734</b>	<b>1,269</b>	<b>(555)</b>	<b>(303)</b>	<b>7,470</b>
29 <u>Capital Projects - Attachment C</u>							
29 Residential Streets	289	(10)	2,380	500	500	500	<b>4,159</b>
30 Arterial Streets/Bridges	4,168	1,785	2,542	1,359	1,431	1,515	<b>12,800</b>
31 Parks & Trails	17	(33)	17	(98)	(103)	(99)	<b>(299)</b>
32 Facilities	580	0	0	0	0	0	<b>580</b>
33 General Improvements	478	200	200	200	200	200	<b>1,478</b>
34 Fire Improvements	(50)	(50)	(50)	(50)	(50)	(50)	<b>(300)</b>
35 <b>Subtotal Capital</b>	<b>5,482</b>	<b>1,892</b>	<b>5,089</b>	<b>1,911</b>	<b>1,978</b>	<b>2,066</b>	<b>18,418</b>
36 <b>Change in fund balance (b)</b>	<b>(2,367)</b>	<b>(682)</b>	<b>(2,355)</b>	<b>(642)</b>	<b>(2,533)</b>	<b>(2,369)</b>	<b>(10,948)</b>
37 <b>Beginning fund balances</b>	<b>11,289</b>	<b>8,922</b>	<b>8,240</b>	<b>5,885</b>	<b>5,243</b>	<b>2,710</b>	<b>11,289</b>
38 <b>Ending fund balances</b>	<b>\$ 8,922</b>	<b>\$ 8,240</b>	<b>\$ 5,885</b>	<b>\$ 5,243</b>	<b>\$ 2,710</b>	<b>\$ 341</b>	<b>\$ 341</b>
39 <b>Reserve fund balance (c)</b>	<b>\$ 3,000</b>	<b>\$ 5,203</b>	<b>\$ 5,206</b>	<b>\$ 5,325</b>	<b>\$ 5,470</b>	<b>\$ 5,620</b>	<b>\$ 5,620</b>

(a) The 2013 debt service includes \$2.6M to payoff the outstanding golf course bonds in December 2013.

(b) The change in fund balance for 2013 and 2014 includes a payment to the Reserve / Contingency fund of \$1.5M and \$2.2M respectively.

(c) Represents the ending fund balance of the Reserve / Contingency Fund 105.

**ATTACHMENT B**

## City of Tukwila

**General Fund Operations & Maintenance Expenditures**

2013 - 2018 Analysis in 000's

	EXPENDITURES	BUDGET		PROJECTIONS (a)				TOTAL 2013-2018
		2013 Budget	2014 Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	
1	City Council	\$ 252	\$ 256	\$ 262	\$ 269	\$ 276	\$ 283	\$ 1,598
2	Mayor, Boards	2,816	2,914	2,987	3,061	3,138	3,216	18,132
3	Human Resources	645	664	680	697	715	733	4,134
4	Finance	2,238	2,304	2,362	2,421	2,481	2,543	14,350
5	City Attorney	662	662	678	695	713	731	4,141
6	Parks & Recreation	3,619	3,687	3,779	3,873	3,970	4,069	22,997
7	Community Development	3,286	3,064	3,140	3,219	3,299	3,382	19,390
8	Municipal Court	1,029	1,056	1,082	1,109	1,137	1,165	6,579
9	Police (b)	15,607	15,905	16,528	16,941	17,365	17,799	100,145
10	Fire (b)	10,248	10,472	11,084	11,361	11,645	11,936	66,747
11	Information Technology	1,316	1,351	1,385	1,420	1,455	1,492	8,419
12	Public Works/Streets	6,423	6,589	6,754	6,923	7,096	7,273	41,059
14	<b>TOTAL EXPENDITURES</b>	<b>\$48,142</b>	<b>\$48,924</b>	<b>\$ 50,722</b>	<b>\$ 51,990</b>	<b>\$53,290</b>	<b>\$ 54,622</b>	<b>\$ 307,690</b>

(a) Expenditures increase at 2.5% each year in the 2015-2018 projections.

(b) Retiree healthcare premium costs are added back to year 2015 and accelerated based on the 2.5% projected cost increase. Due to an overfunding situation and based on actuarial guidance, a holiday in payment of the premiums for the Leoff 1 retiree healthcare plan is in effect for the biennium.

## ATTACHMENT A-1

NOTES TO ATTACHMENT A  
REVENUES, EXPENDITURES AND FUND BALANCE**GENERAL**

## Purpose

The purpose of the Financial Planning Model is to:

1. Assess the financial health of the City over a 6-year period.
2. Demonstrate the impact of policy decisions on the City's finances.
3. Assist in the productive use of financial resources.
4. Demonstrate compliance with the Reserve Policy.
5. Determine the impact of changing economic conditions and assumptions on the plan and the City's financial stability.

## Structure

The General Fund receives most the City's unrestricted revenues. Prior to 2011, retail sales tax was allocated to other funds as a means of funding their expenditures and projects. To aid forecasting and financial management, this practice was changed so unrestricted revenues are received directly by the General Fund. These revenues are categorized into accounts and reporting groups according to rules established by the Washington State Auditor's Office and communicated through the Budget and Reporting System (BARS). Attachment A of the Financial Planning Model reflects the revenues and expenditures of the General Fund and selected other governmental funds. It is divided into the following sections:

- General revenues
- Dedicated revenues
- Operating and maintenance expenditures
- Transfers for operations, Reserve funding and debt service
- Admin/Engineering overhead
- Capital Projects
- Change in fund balance, Ending fund balance
- Reserve fund ending balance

General revenues are revenues recorded into the General Fund. They support operations and are considered part of ordinary governmental activities and include revenues such as property tax, sales tax and utility taxes. Special, one-time revenue sources include the sale of real property, land and buildings, and reimbursement of the City's portion of the Tukwila Access Project costs through Local Improvement District (LID) bond proceeds.

Dedicated revenues are those taxes restricted as to use through legislation. They are recorded into various capital funds based on the nature of the restriction and include revenues such as real estate excise tax (REET).

The 2015-2018 revenue projection factors are shown below.

General Revenues	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Sales tax				
Retail sales and other	1.5%	3.0%	3.0%	3.0%
Sales tax mitigation	0.0%	0.0%	0.0%	0.0%
Property Tax	2.5%	2.5%	2.5%	2.5%
Utility tax	3.0%	3.0%	3.0%	3.0%
RGRL	2.5%	2.5%	2.5%	2.5%
One-Time revenue	0.0%	0.0%	0.0%	0.0%
Interfund utility taxes	5.0%	5.0%	5.0%	5.0%
Gambling taxes	1.0%	1.0%	1.0%	1.0%
Contract Agreement - SCL	3.0%	3.0%	3.0%	3.0%
Charges / Fees for Services	3.0%	3.0%	3.0%	3.0%
Transfers In - Other Funds	3.0%	3.0%	3.0%	3.0%
Intergovernmental Revenue	2.0%	2.0%	2.0%	2.0%
Other Taxes / Miscellaneous	3.0%	3.0%	3.0%	3.0%
Dedicated Revenues				
Real Estate Excise Tax	3.0%	3.0%	3.0%	3.0%
Motor vehicle tax	3.0%	3.0%	3.0%	3.0%
Investment intersrtet / Misc	3.0%	3.0%	3.0%	3.0%
Property tax-Greenbelt levy	3.0%	0.0%	0.0%	0.0%
Parking Tax	3.0%	3.0%	3.0%	3.0%

Operating and maintenance expenditures constitute General Fund expenditures, excluding transfers to funds included in the Financial Planning Model. Expenditures by department are shown on Attachment B and summarized on Attachment A.

Operating transfers are transfers from the General Fund to funds not included in the Financial Planning Model for operating purposes such as debt service, set asides for major purchases and other purposes.

Admin/Engineering Overhead costs represent payroll and other costs charged to the capital project funds but not allocated to a specific capital project and therefore not included in the Capital Project costs, lines 28-33 on Attachment A, or on Attachment C.

The Capital Project section provides an estimate of the City's share of the capital project costs for each capital fund over the 6 year plan period.

The Change in Fund balance represents the amount revenues exceed or are less than expenditures for each year shown. The change in fund balance is added, when revenues exceed expenditures, or subtracted, when expenditures exceed revenues, from the beginning fund balance to arrive at the ending fund balance.

The City's Reserve policy states that the Reserve Fund balance shall reach a minimum balance equal to or exceeding 10% of the previous year operating revenues no later than the end of 2014.



## 2013-2018 Plan Highlights

In developing Attachment A, assumptions have been made on future economic conditions and other factors influencing revenue growth. The 2013-2018 projection assumes a gradual but continual improvement in the local economy creating growth in the retail and new construction sectors and increasing employment in the area. The operating expenditure projections reflect progressive cost containment measures.

The projection rates were developed using information known about the City and the current state of the economy at the time this document was published. If economic indicators change and/or the City changes financial priorities, these projections will need to be updated.

Budgeted operating revenues, excluding one-time revenues, reflect modest growth of 2.1% over the biennial period. Property and retail sales taxes are expected to increase due to a potential annexation; utility rate increases are expected to generate more utility tax revenue; collection of back gambling tax increased the budget for this revenue item.

Budget highlights include appropriations for public safety of over \$1 million in new programs to reduce crime by hiring five new Police Department employees, expanding Urban Renewal holdings, continued funding for the Neighborhood Resource Center, equipment and support for the International Boulevard bicycle patrol, additional staffing to enforce the Chronic Nuisance Ordinance and Code Enforcement. Funding is appropriated for public outreach as an extension of the strategic planning efforts. Technology initiatives including funding for the new permit system, laptop upgrades to enable communication with the new Valley Communication system, site licensing for software programs and membership to an on-line web based application system.

The budget also reflects the consolidation of replacement reserve activities, whereby all City equipment, including fire engines, will be part of one replacement program in the Equipment Rental & Replacement fund. City vehicles with low usage have been identified and surplus to reduce carrying costs. Two new fire engines have been budgeted for purchase in this biennium.

Budget and projections for the planning period, 2013-2018, include \$4.9 million for residential street improvements some of which has been earmarked for sidewalks.

## GENERAL REVENUES

### Sales Tax

This revenue category includes retail sales tax, criminal justice sales tax and natural gas use tax and sales tax mitigation. Retail sales tax has historically comprised 94% to 96% of this revenue category, excluding the sales tax mitigation. The sales tax estimate for 2013 reflects a 1.7% increase from 2012 budget. Growth of 1.5% is expected in 2015 and 3% in 2016 through 2018 for taxes other than the sales tax mitigation.

Sales tax mitigation is paid to the City by the State. To offset a revenue shortfall, the State reduced the sales tax mitigation payments for their 2011-2013 biennium by 3.4% annually. The 3.4% reduction is reflected in the 2013 budgeted amount. The sales tax mitigation is not expected to grow over this period due to state budgetary constraints.

## Property Taxes

Property tax revenue is limited to a 1% annual increase plus taxes generated by new construction and annexations. Growth of 3.7% is projected for 2014 due to a potential annexation. The 2.5% growth estimate for 2015-2018 is based on projected growth in 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. The 2013 budget reflects increased utility taxes derived from fee increases on natural gas and electricity usage. Utility taxes are projected to increase over the 2015-2018 period at a rate of 3%.

## Revenue Generating Regulatory License (RGRL)

The RGRL was established as part of the City's 2010 plan to stabilize finances due to revenue loss resulting from unfavorable economic conditions and other factors. It is assessed on businesses based on the number of full time equivalent employees in Tukwila. The biennial budget estimate for this fee is based on actual 2011 and 2012 fees collected and projections for employment increases. The RGRL is projected to grow at a rate of 2.5% per year over the 2015-2018 period due to new business and increased employment in the Tukwila area.

## One-time Revenues

Includes real property sales and cost reimbursement through Local Improvement District (LID) bonding for the Tukwila Access Project. The 2016 one-time revenue item represents the projected sale of certain urban renewal holdings.

## Interfund Utility Taxes

A 15% utility tax on revenues from City owned utilities was established in 2009 to provide funds for flood mitigation measures when the structural integrity of the Howard Hanson Dam was impaired. On May 1, 2010, the tax was reduced to 10%. The tax is scheduled to expire on December 31, 2015. It is included in the Attachment A through 2018 to reflect financial results should the tax term be extended.

## Gambling Taxes

The gambling tax revenue category comprises gambling and leasehold taxes. Historically, gambling taxes have constituted 91% to 96% of the category. Certain gambling taxes due in 2011 are being collected over a 12 month period with 8 payments occurring in 2012 and the remaining 4 payments occurring in 2013. Also, it is anticipated that back taxes from another establishment will be collected in 2014; the 2014 budget has been increased accordingly. The gambling industry has experienced challenges recently; as such the revenue projections reflect a minimal 1% growth rate over the plan period.

## 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 to 6% in 2007. The rate currently remains at 6%. Considering announced rate increases and projecting consumption from anticipated slow, but gradual economic growth, the revenue growth for 2015-2018 is estimated at 3% for the plan period.

## Charges/Fees for Services

This revenue category includes Court related fees such as adult probation and record check fees; fees generated by the Community Development department for plan check and structural reviews; fire inspection and re-inspection fees and recreation fees for youth, senior and other programs. It also includes business license fees and permits related to construction, e.g. building, electrical, mechanical and plumbing permits; the rental housing license fee and special fire permits. Growth for charges/fees for services is projected to grow at 3% over the 2015-2018 period.

## Transfers In – Other funds

The allocation reflects the General fund support for Tukwila's Hotel/Motel Tax fund, the Internal Service funds and the Enterprise funds. The allocation costs are expected to grow at a rate in line with the consumer price index.

## Intergovernmental Revenue

Includes State shared liquor taxes and profits, operating grants such as the COPS grant and the emergency services (EMS) allocation and other revenue from other governments. As government grants and program revenues have been on the decline, the projected growth is modest at 1% per year. The biennial budget reflects reductions due to the expiration of two ARRA grants, including the COPs grant in 2014, and reduction in state shared revenues including the sales tax mitigation and liquor taxes.

## Other Taxes/Miscellaneous

This category includes admission taxes, investment earnings, rental revenue and developer contributions.

## DEDICATED REVENUES

These revenues are recorded directly into the project funds they support and help pay for project costs, as follows:

Dedicated Revenues - Capital	Residential Street Fund 103		Arterial Street Fund 104		Land/Park Acquis Fund 301		TOTAL	
	2013	2014	2013	2014	2013	2014	2013	2014
Excess property tax levy - Greenbelt trails	\$ -	\$ -	\$ -	\$ -	\$ 34	\$ -	\$ 34	\$ -
Parking tax	-	-	151	151	-	-	151	151
REET (real estate excise tax)	-	-	130	130	130	130	260	260
Motor Vehicle tax	262	265	112	112	-	-	374	377
<b>TOTAL</b>	<b>\$ 262</b>	<b>\$ 265</b>	<b>\$ 393</b>	<b>\$ 393</b>	<b>\$ 164</b>	<b>\$ 130</b>	<b>\$ 819</b>	<b>\$ 788</b>

## OPERATING TRANSFERS

General Fund operating transfers are made to fund current operations and comply with policies, including --

- Debt service (see chart below),
- Reserve Fund in compliance with the Reserve Policy, and
- Other (see chart below).

### *Debt Service Operating Transfer.*

Operating Transfer: DEBT SERVICE	Use of Debt Proceeds	BUDGET		PROJECTION		PROJECTION		TOTAL
		2013	2014	2015	2016	2017	2018	
LTGO 2003	Golf course club house	\$3,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,380
LTGO 2003 Refunding	Community center and Fire station #53	491	488	-	-	-	-	979
LTGO 2008 Refunding	City Hall Annex, 6300 bldg, and Urban revitalization - Tukwila Village	737	812	811	811	809	809	4,789
LTGO 2010	Southcenter Parkway Extension, emergency management	518	518	520	520	520	519	3,115
LTGO 2011 Refunding	Arterial street portion of 2003 bond -- South Park bridge transaction	168	548	546	548	552	549	2,911
SCORE 2009	South County Corretional Entity, SCORE Jail facility	430	431	431	431	431	429	2,583
Valley Com 2010 Refunding	Valley Communications Center operating facility	241	229	229	-	-	-	699
Public Works Trust Fund Loans -- \$4.6M new debt	Interurban Ave South Boeing Access Road bridge			322	322	322	322	1,288
<b>TOTAL</b>		<b>\$ 5,964</b>	<b>\$ 3,026</b>	<b>\$ 2,859</b>	<b>\$ 2,632</b>	<b>\$ 2,634</b>	<b>\$ 2,628</b>	<b>\$ 19,744</b>

Note: No transfer in is required for the LID bonds since the LID assessments provide sufficient funding to cover the LID debt service.

### *Other Operating Transfers*

<b>Operating Transfers: OTHER</b>	Historical		BUDGET		PROJECTION		PROJECTION		TOTAL
	2011 Actual	2012 Budget	2013 Budget	2014 Budget	2015 Estimate	2016 Estimate	2017 Estimate	2018 Estimate	
Golf Course (a)	\$ 775	\$ 225	\$ 400	\$ 600	\$ 323	\$ 329	\$ 316	\$ 283	\$ 2,250
Fire hydrant rental (b)	98	106	-	-	-	-	-	-	-
Fire Equipment Reserve (c)	130	130	-	-	-	-	-	-	-
Police records systems (d)	75	75	75	75	-	-	-	-	150
<b>TOTAL</b>	<b>\$ 1,078</b>	<b>\$ 536</b>	<b>\$ 475</b>	<b>\$ 675</b>	<b>\$ 323</b>	<b>\$ 329</b>	<b>\$ 316</b>	<b>\$ 283</b>	<b>\$ 2,400</b>

(a) Transfer covers the indirect cost allocation charge, the admissions tax fee and funding of the working capital reserve.

(b) The fire hydrant rental cost has been transferred to the Fire Department in the 2013-2014 biennial budget. It represents payment to the Water fund for hydrant services.

(c) Replacement reserves for the aerial ladder truck and other fire equipment are now accomplished through the Internal Service Fund, Equipment Rental & Replacement Fund. Transfers to the Fund 107 will no longer be needed for this purpose.

(d) Transfer represents a major purchase set aside made to even out expenditure spikes derived from large, periodic purchases. At the end of the 2013-2014 biennium, \$300,000 will have been set aside for the Police Department records system.

### **PROJECT TRANSFERS**

General Fund project transfers are made to support capital and governmental projects. The contribution required is based on the financial status of the project fund (such as the Arterial Street fund, the Land/Parks Acquisition fund, etc.), the amount of dedicated revenues received into the fund, the amount of specific funding sources such as grants and the amount of the existing fund balance.

**Priority of use** for project fund revenues generally are as follows:

1. Specific project funding such as grant revenue.
2. Dedicated taxes such as REET or parking tax.
3. Fund balance, debt or General Fund contributions/transfers depending on the unique circumstances of the project and the overall financial plan.

A schedule showing the source and computation of certain Attachment A components follows.

SELECTED ATTACHMENT A COMPONENTS	Residential Streets		Arterial Streets		Land, Park Acquisition		Facilities		General Government		Fire Facilities		TOTAL	
	103	103	104	104	301	301	302	302	303	303	304	304	2013	2014
	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014		
<b>EXPENDITURES</b>														
<b>Project Costs</b>														
1 Design, Other	699	83	4,701	3,153	952	882	508	-	20	20	-	-	6,880	4,138
2 Professional Svc	-	-	-	-	-	-	-	-	125	125	-	-	125	125
3 Capital	328	567	10,108	21,775	170	1,800	72	-	1,180	180	-	-	11,858	24,322
<b>Other Costs</b>													(a)	
4 Admin/Engineer	-	-	274	284	-	-	10	10	130	135	-	-	414	429
5 Transfer to GF (b)	-	-	8,500	-	-	-	-	4,355	-	-	-	-	8,500	4,355
6 Expenditures	1,027	650	23,583	25,212	1,122	2,682	590	4,365	1,455	460	-	-	27,777	33,369
<b>REVENUES</b>													(a)	
<b>Dedicated</b>														
9 REET	-	-	130	130	130	130	-	-	-	-	-	-	260	260
10 Motor Vehicle tax	262	265	112	112	-	-	-	-	-	-	-	-	374	377
11 Parking Tax	-	-	151	151	-	-	-	-	-	-	-	-	151	151
12 Greenbelt levy	-	-	-	-	34	-	-	-	-	-	-	-	34	-
13 Interest/Other	1	1	4	-	10	1	6	6	1	1	0	0	21	9
<b>Project Specific</b>														
15 Grants	476	395	9,296	18,750	915	1,970	-	-	847	125	-	-	11,534	21,240
16 Impact fees	-	-	-	-	60	115	-	-	-	-	50	50	110	165
17 Project fees	-	-	272	80	-	500	-	-	-	-	-	-	272	580
18 Debt proceeds	-	-	680	3,920	-	-	-	-	-	-	-	-	680	3,920
<b>Other Revenue</b>														
20 LID proceeds	-	-	8,500	-	-	-	-	-	-	-	-	-	8,500	-
21 Property sale	-	-	-	-	-	-	-	4,355	-	-	-	-	-	4,355
22 Transfers in	100	100	4,550	1,850	-	212	-	-	500	500	-	-	5,150	2,662
23 Revenue	839	761	23,695	24,993	1,149	2,928	6	4,361	1,348	626	50	50	27,086	33,719
<b>FUND</b>														
25 Change	(188)	111	111	(219)	27	246	(584)	(4)	(107)	166	50	50	(691)	349
26 Beginning	700	512	200	311	500	527	2,000	1,416	200	93	300	350	3,900	3,209
27 Ending	\$ 512	\$ 623	\$ 311	\$ 92	\$ 527	\$ 773	\$ 1,416	\$ 1,411	\$ 93	\$ 259	\$ 350	\$ 400	\$ 3,209	\$ 3,558
(c) City's share of							(a)							
28 Project Cost -- see														
Attachment A	\$ 289	\$ (10)	\$ 4,168	\$ 1,785	\$ 17	\$ (33)	\$ 580	\$ -	\$ 478	\$ 200	\$ (50)	\$ (50)	\$ 5,482	\$ 1,892

(a) Amounts are shown on Attachment A.

(b) Represents one-time revenue transferred to General Fund (GF). Revenue for LID reimbursement and land sale are recorded into the respective capital project fund, then transferred to the General Fund for use/appropriation according to City priorities.

(c) The City's share of project costs is computed as follows:

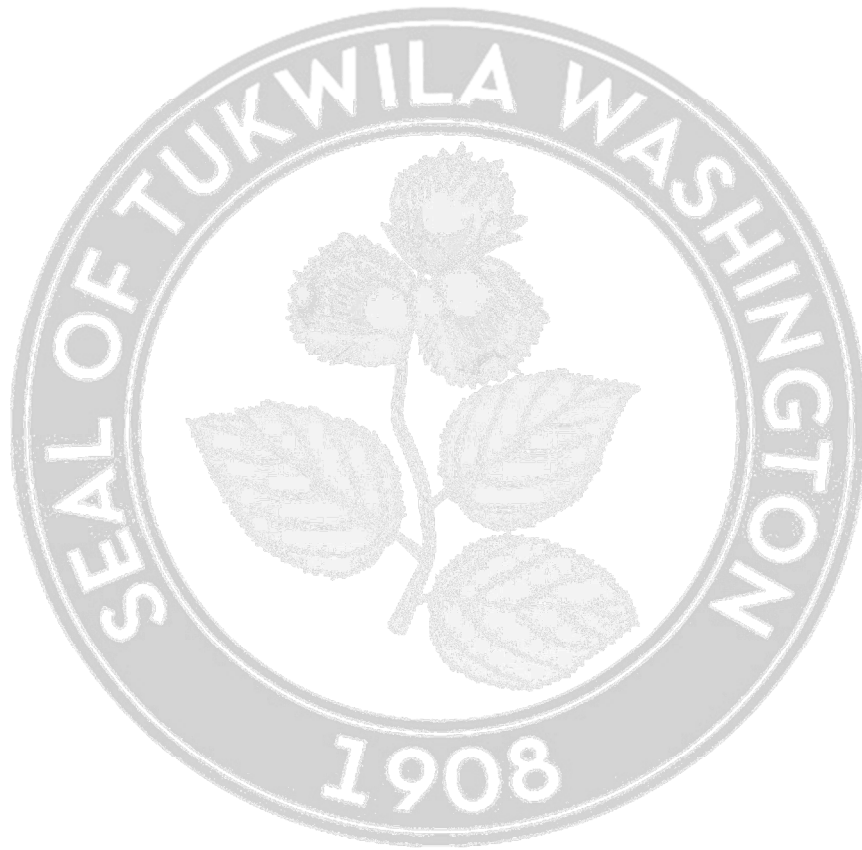
- + Project costs, lines 1-3
- Dedicated revenues, lines 9 - 11
- Project specific revenues, lines 15 - 18
- = City's share of project costs

**FUND BALANCE**

To the extent revenues exceed expenditures, fund balance is increased and can be carried forward for use in the following fiscal year. To the extent expenditures exceed revenues, fund balance is used and declines. The City's Reserve Policy specifies that, by the end of 2014, the General Fund ending fund balance shall equal or exceed 10% of the previous year operating revenues. The Reserve Policy also requires that a minimum fund balance be attained for the Contingency / Reserve Fund by the end of 2014. The minimum balance amount is computed on the same basis as that used to compute the General Fund minimum balance.

A schedule of funds included in Attachment A follows.

		<b>Estimated</b>	<b>Budget</b>	<b>Budget</b>
FUNDS INCLUDED IN ATTACHMENT A		Ending Balance	Ending Balance	Ending Balance
		<b>2012</b>	<b>2013</b>	<b>2014</b>
000	General Fund	\$ 3,800	\$ 5,383	\$ 4,309
103	Residential Street	700	512	623
104	Arterial Street	200	311	92
109	Drug Seizure Fund	280	321	362
2**	Debt Service	3,309	9	12
301	Land, Park Acquisition	500	527	773
302	Facilities	2,000	1,415	1,410
303	General government	200	93	259
304	Fire facilities	300	350	400
		<u>\$ 11,289</u>	<u>\$ 8,922</u>	<u>\$ 8,240</u>
Change in Fund Balance			<u>\$ (2,367)</u>	<u>\$ (682)</u>



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**City of Tukwila**  
**Capital Improvement Program - Attachment C**  
**General Government Project Costs 2013 - 2018 in 000's**

**Neighborhood Revitalization**

Project	Page No.	2013		2014		2015		2016		2017		2018		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
<b>Residential Streets</b>	1															
40-42 Ave S (S 160 - S 131 Pl)	2	289	262			2,380	520							2,669	782	4,360
Cascade View Safe Routes	3		428											0	428	839
Thorndyke Safe Routes	4		48	(10)	660		14							(10)	722	
Small Roadway & Safety Imprvs	5													0	0	
Neighborhood Traffic Calming	6													0	0	
Residential Improvements	7							500		500		500		1,500	0	2,310
Subtotal by Source		289	738	(10)	660	2,380	534	500	0	500	0	500	0	4,159	1,932	7,509
SUBTOTAL		Total	1,027	Total	650	Total	2,914	Total	500	Total	500	Total	500	Total	6,091	7,509

# City of Tukwila

## Capital Improvement Program - Attachment C

### General Government Project Costs 2013 - 2018 in 000's

#### Economic Development

Project	Page No.	2013		2014		2015		2016		2017		2018		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
<b>Bridges &amp; Arterial Streets</b>	9															
Annual Bridge Inspections	10	275		270		270		270		270		335		1,690	0	335
Boeing Access Rd Bridge	11		1,400		11,100									0	12,500	
TUC - Pedestrian Bridge	12	* 15	1,156	140	960	800	6,685							955	8,801	
BNSF Regional Center Access	13													0	0	
Annual Overlay and Repair **	14	1,057	393	1,107	393	1,194	356	941	619	1,013	637	1,027	643	6,339	3,041	1,725
Annual Overlay and Repair EMW	15	475	1,000											475	1,000	
Annual Traffic Signal Program **	16	150		100		105		115		115		120		705	0	120
ADA Improvements	17	163		63		63		63		63		63		478	0	63
TUC Transit Center	18	1,395	4,735											1,395	4,735	
Andover Pk W (Tuk Pkwy - Str.)	19	* 520	1,320											520	1,320	
Southcenter Pkwy (180 - 200)	20													0	0	
Interurban (143 - Fort Dent Wy)	21		400		10,700									0	11,100	
APE/ Industry Dr Intersection	22	* 25	75											25	75	575
APE/Minkler Blvd Intersection	23	* 20	55	45										65	55	622
W Valley Hwy/S 156 Intersection	24	* 75												0	75	1,032
S 144th St Phase II (42 - TIB)	25	* 68												68	0	1,750
S 133rd St/SR599 Intersection	26	* 20												0	20	630
Macadam & S 144 Intersection	27	* 17												0	17	610
E Marginal Way (BAR - S 112 St)	28			50										0	50	3,300
Strander Ext. to SW 27 St	29													0	0	2,500
Walk & Roll Plan	30					140								140	0	
TUC/TOD Ped Improvements	31													0	0	1,100
Transportation Comp Plan	32	(30)	30	(30)	30	(30)	30	(30)	30	(30)	30	(30)	30	(180)	180	600
Minkler Blvd (APW - S/C Pkwy)	33													0	0	940
Tuk Int'l Blvd (BAR - 116 Wy)	34													0	0	4,591
Traffic Signal Interconnect	35	*												0	0	3,000
Southcenter Blvd (I-5-61 Bridge)	36													0	0	20,000
Tuk Int Blvd/S 116th On-Ramp	37	*												0	0	4,675
S 168th St (S/C Pkwy - APE)	38													0	0	23,244
West Valley (I-405-Strander Blvd)	39													0	0	630
Rockery Replacement Program	40													0	0	525
Nelsen Place (158 - 156)	41													0	0	200
S 180 St/APW Intersection	42													0	0	210
S 143 St (Interurban-Duwamish)	43													0	0	100
S 134 St (133 - 48 Ave S)	44													0	0	100
S 144th St Bridge - Sidewalks	45													0	0	100
S 178th St Realignment	46													0	0	9,382
Subtotal by Source		4,133	10,676	1,695	23,233	2,542	7,071	1,359	649	1,431	667	1,515	673	12,675	42,969	82,659
SUBTOTAL		Total 14,809		Total 24,928		Total 9,613		Total 2,008		Total 2,098		Total 2,188		Total 55,644		82,659

\* Traffic or Park Impact Fee List Projects (project must be started within 8 years).

\*\* Ongoing Projects

# City of Tukwila

## Capital Improvement Program - Attachment C

### General Government Project Costs 2013 - 2018 in 000's

#### Neighborhood Revitalization

Neighborhood Revitalization																	
Project	Page No.	2013		2014		2015		2016		2017		2018		Totals		After Six Years	
Parks & Trails	47		City	Other		City	Other		City	Other		City	Other		City	Other	Years
<u>Parks &amp; Trails</u>																	
Duwamish Hill Preserve	48	*	(144)	754		(85)	155		(95)	165		(110)	185		(115)	185	8,017
Tukwila Pond	49														0	0	7,637
Parks & Rec Open Space Plan	50		100												100	0	125
Fort Dent Park	51		27												27	0	1,940
Multipurpose Trails	52						50								50	0	280
Black River Trail Connector	53	*	23									4	33		27	33	1,307
Tukwila South Pedestrian Bridge	54						600								0	600	4,400
Codiga Park	55														0	0	
Hand Boat Launches	56														0	0	1,321
57th Ave S Park Extension	57														0	0	150
Ryan Hill Park	58														0	0	2,625
Macadam Garden & Wetland	59														0	0	1,000
Southgate Park Improvements	60														0	0	1,050
Log House Park	61														0	0	212
Wilcox River Park	62														0	0	158
Open Space 5800 S 152nd St	63														0	0	1,125
<u>Fish Habitat Projects</u>																	
WRIA 9 - Watershed Planning	64		12		12		12		12		12		12		72	0	12
Duwamish Gardens	65			350	80	1,920	50	750							130	3,020	
Riverton Creek Flap Gate	66														0	0	
Gilliam Crk Fish Barrier Removal	67														0	0	745
Nelson Salmon Habitat	68														0	0	1,325
Lower Gilliam Creek Channel	69														0	0	270
Subtotal by Source			18	1,104	7	2,675	17	915	(98)	180	(103)	185	(99)	218	(258)	5,277	33,699
SUBTOTAL			Total	1,122	Total	2,682	Total	932	Total	82	Total	82	Total	119	Total	5,019	33,699

\* Park Impact Fee List Projects (project must be started within 10 years).

# City of Tukwila

## Capital Improvement Program - Attachment C

### General Government Project Costs 2013 - 2018 in 000's

<u>General Government</u>																
Project	Page No.	2013		2014		2015		2016		2017		2018		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
<b>Facilities</b>	71															
Tukwila Village	72	80		(4,355)	4,355									(4,275)	4,355	
City Hall Campus/Comm Justice	73	500												500	0	33,500
City Maintenance Facility	74													0	0	17,750
Subtotal by Source		580	0	(4,355)	4,355	0	0	0	0	0	0	0	0	(3,775)	4,355	51,250
<b>SUBTOTAL</b>		<i>Total</i>	580	<i>Total</i>	0	<i>Total</i>	0	<i>Total</i>	0	<i>Total</i>	0	<i>Total</i>	0	<i>Total</i>	580	51,250
	Page No.	2013		2014		2015		2016		2017		2018		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
<b>General Improvements</b>	75															
Facilities Improvements **	76	200		200		200		200		200		200		1,200	0	200
Tukwila Levee Repairs	77	278	722											278	722	
Subtotal by Source		478	722	200	0	200	0	200	0	200	0	200	0	1,478	722	200
<b>SUBTOTAL</b>		<i>Total</i>	1,200	<i>Total</i>	200	<i>Total</i>	200	<i>Total</i>	200	<i>Total</i>	200	<i>Total</i>	200	<i>Total</i>	2,200	200
	Page No.	2013		2014		2015		2016		2017		2018		Totals		After Six Years
		City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	City	Other	
<b>Fire Improvements</b>	79															
Relocate Fire Station 51	80	(50)	50	(50)	50	(50)	50	(10)	10					(160)	160	12,000
New Aid Car Relocated FS 51	81							(40)	40	(50)	50	(50)	50	(140)	140	185
New Engine for Fire Station 54	82													0	0	750
Relocate Station 52	83													0	0	3,545
Subtotal by Source		(50)	50	(50)	50	(50)	50	(50)	50	(50)	50	(50)	50	(300)	300	16,480
<b>SUBTOTAL</b>		<i>Total</i>	0	<i>Total</i>	0	<i>Total</i>	0	<i>Total</i>	0	<i>Total</i>	0	<i>Total</i>	0	<i>Total</i>	0	16,480
* Fire Impact Fee List Projects (project must be started within 10 years).																

<b>SUMMARY</b>																
Totals by Source		5,448	13,290	(2,513)	30,973	5,089	8,570	1,911	879	1,978	902	2,066	941	13,979	55,555	
<b>PROPOSED TOTALS</b>		<i>Total</i>	18,738	<i>Total</i>	28,460	<i>Total</i>	13,659	<i>Total</i>	2,790	<i>Total</i>	2,880	<i>Total</i>	3,007	<i>Total</i>	69,534	191,797

\*\* On-going Projects

**ATTACHMENT D**  
**City of Tukwila**  
**WATER ENTERPRISE FUND**  
**2013 - 2018 Analysis in 000's**

<b>REVENUES</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Totals</b>
Monthly Water Charges <sup>(1)</sup>	+10%	+10%	+10%	+10%	+10%	+10%	
Cascade Water Alliance (CWA)	2,186	2,310	2,402	2,498	2,623	2,755	14,774
Regular City Water	3,026	3,207	3,464	3,706	3,965	4,243	21,611
Subtotal Water	<b>5,212</b>	<b>5,517</b>	<b>5,866</b>	<b>6,204</b>	<b>6,588</b>	<b>6,998</b>	<b>36,385</b>
Other Miscellaneous Revenue	130	130	150	170	200	220	1,000
Interlocal Ags\PWTF\Grants	-	1,725	-	-	-	-	1,725
Water Connection Fees <sup>(2)</sup>	50	50	25	25	25	10	185
<b>Total Revenues</b>	<b>5,392</b>	<b>7,422</b>	<b>6,041</b>	<b>6,399</b>	<b>6,813</b>	<b>7,228</b>	<b>39,295</b>
<b>EXPENDITURES</b>							
CWA Purchased Water <sup>(3)</sup>	2,186	2,310	2,402	2,498	2,623	2,755	14,774
Water Operations & Maintenance	1,786	1,827	1,881	1,928	2,005	2,086	11,513
Debt Service <sup>(4)</sup>	544	545	690	302	302	302	2,685
Interfund Utility Tax <sup>(5)</sup> 10%	534	565	602	637	679	722	3,739
Engineering Labor <sup>(7)</sup>	74	76	78	80	83	85	476
Subtotal	5,124	5,323	5,653	5,445	5,692	5,950	33,187
Water Capital - CIP Program	1,473	1,776	1,028	1,105	867	860	7,109
<b>Total Expenditures</b>	<b>6,597</b>	<b>7,099</b>	<b>6,681</b>	<b>6,550</b>	<b>6,559</b>	<b>6,810</b>	<b>40,296</b>
<b>FUND BALANCE</b>							
Change in Working Capital <sup>(a)</sup>	(1,205)	323	(640)	(151)	254	418	(1,001)
Beginning Balance	4,000	2,795	3,118	2,479	2,327	2,581	4,000
<b>Ending Balance</b>	<b>2,795</b>	<b>3,118</b>	<b>2,479</b>	<b>2,327</b>	<b>2,581</b>	<b>3,000</b>	<b>3,000</b>

<b>Fund Balance Components:</b>							
Reserved <sup>(b)</sup> 20% of revenue	1,028	1,078	1,139	1,208	1,280	1,363	1,363
Unreserved	1,767	2,040	1,339	1,119	1,302	1,637	1,637
<b>Ending Balance</b>	<b>2,795</b>	<b>3,118</b>	<b>2,479</b>	<b>2,327</b>	<b>2,581</b>	<b>3,000</b>	<b>3,000</b>

<sup>(a)</sup> Revenues in excess of (less than) expenditures

<sup>(b)</sup> Annual reserve balance requirement equals 20% of the prior year operating revenues.

## 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 2013 through 2018. 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 6.2% in 2013 and 5.7% in 2014.

- 2) Connection fees are estimated for the Allentown/Foster Point and Duwamish projects.
- 3) Cascade Water Alliance is split out to identify the actual costs of purchased water. CWA has scheduled increases in their six-year planning model that will affect our water rates.
- 4) Debt schedule includes Public Works Trust Fund (PWTF) loans and Bonds.

<b>Water Debt Service includes:</b>	<b><u>Expires</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
1995 E Marginal Bond	2/1/15	385,293.75	386,603.13
2003 PWTF Duwamish (20%)	7/1/21	15,104.69	15,032.42
2004 PWTF Allentown (26%)	7/1/24	80,463.02	80,059.89
2006 Bond Allentown (26%)	12/31/26	<u>63,375.00</u>	<u>63,271.00</u>
<b>Total</b>		<b>\$544,236.46</b>	<b>\$544,966.44</b>

- 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 were taxed 15% from December 31, 2008 through April 30, 2010 and are currently taxed 10% from May 1, 2010 through December 31, 2015.
- 6) The Working Capital Reserve Fund's policy was updated in 2012 per Resolution No. 1774 to maintain an adequate fund balance in each of the enterprise funds. For the Enterprise Funds, the unrestricted fund balance shall equal or exceed 20% of the previous year's revenue, exclusive of significant non-operating, non-recurring revenues.
- 7) The Senior Water/Sewer Engineer's salary and benefits are split evenly between the water department and the sewer department.

**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**  
**2013 - 2018 Analysis in 000's**

REVENUES	2013	2014	2015	2016	2017	2018	Totals
Monthly Sewer Charges	+20%	+20%	+10%	+15%	+10%	+15%	
King County Metro Sewer <sup>(1)</sup>	3,749	3,749	4,161	4,161	4,577	4,577	24,974
Regular City Sewer <sup>(2)</sup>	1,886	2,169	2,342	2,647	2,859	3,230	15,133
Subtotal Sewer Revenue	<b>5,635</b>	<b>5,918</b>	<b>6,503</b>	<b>6,808</b>	<b>7,436</b>	<b>7,807</b>	<b>40,107</b>
Other Misc. Revenue	150	150	160	180	200	210	1,050
Grant/Bonds/PWTF	750	458	1,756	1,757	-	750	5,471
Sewer Connection Fees <sup>(3)</sup>	120	120	125	125	100	100	690
<b>Total Revenues</b>	<b>6,655</b>	<b>6,646</b>	<b>8,544</b>	<b>8,870</b>	<b>7,736</b>	<b>8,867</b>	<b>47,318</b>
<b>EXPENDITURES</b>							
Sewer Operations & Maintenance							
King County Metro Sewer <sup>(4)</sup>	3,749	3,749	4,161	4,161	4,577	4,577	24,974
Regular City Sewer <sup>(5)</sup>	987	1,012	1,036	1,067	1,099	1,132	6,333
Debt Service <sup>(6)</sup>	355	354	392	391	709	710	2,911
Interfund Utility Tax <sup>(7)</sup> 10%	579	609	666	699	764	802	4,118
Engineering Labor <sup>(9)</sup>	74	77	78	80	83	85	477
Subtotal	5,744	5,801	6,333	6,398	7,232	7,306	38,813
Sewer Capital - CIP Program	1,420	883	1,831	1,832	500	1,075	7,541
<b>Total Expenditures</b>	<b>7,164</b>	<b>6,684</b>	<b>8,164</b>	<b>8,230</b>	<b>7,732</b>	<b>8,381</b>	<b>46,354</b>
<b>FUND BALANCE</b>							
Change in Working Capital <sup>(a)</sup>	(509)	(38)	380	640	4	487	964
Beginning Balance	1,100	592	553	933	1,574	1,578	1,100
<b>Ending Balance</b>	<b>592</b>	<b>553</b>	<b>933</b>	<b>1,574</b>	<b>1,578</b>	<b>2,064</b>	<b>2,064</b>

<b>Fund Balance Components:</b>							
Reserved <sup>(b)</sup> 20% of revenue	1,115	1,181	1,238	1,358	1,423	1,547	1,547
Unreserved	(524)	(628)	(304)	216	155	517	517
<b>Ending Balance</b>	<b>592</b>	<b>553</b>	<b>933</b>	<b>1,574</b>	<b>1,578</b>	<b>2,064</b>	<b>2,064</b>

If the Ending Fund Balance (Accumulated Totals listed above) goes negative, an interfund loan would be requested and an emergency rate increase may be considered.

<sup>(a)</sup> Revenues in excess of (less than) expenditures

<sup>(b)</sup> Annual reserve balance requirement equals 20% of the prior year operating revenues.

## 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 10.22% in 2013 per KC Ordinance No. 17343 and we have factored in potential King County increases for 2014 through 2018.
- 2) A 20% rate increase is proposed for Tukwila sewer in 2013 through 2016 and 15% in 2017 and 2018. 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.

<b>Sewer Debt Service includes:</b>	<b><u>Expires</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
2004 PWTF Allentown (62%)	7/1/24	\$203,796.43	\$202,835.12
2006 Bond Allentown (62%)	12/31/26	<u>151,125.00</u>	<u>150,877.00</u>
<b>Total</b>		<b>\$354,921.43</b>	<b>\$353,712.12</b>

- 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 updated in 2012 per Resolution No. 1774 to maintain an adequate fund balance in each of the enterprise funds. For the Enterprise Funds, the unrestricted fund balance shall equal or exceed 20% of the previous year's revenue, exclusive of significant non-operating, non-recurring revenues.
- 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**  
**2013 - 2018 Analysis in 000's**

REVENUES	2013	2014	2015	2016	2017	2018	Total
	+5%	+10%	+5%	+10%	+5%	+10%	
Annual Billings (Current) <sup>(1)</sup>	3,833	4,217	4,427	4,870	5,114	5,625	28,086
Other Revenues	19	20	30	50	75	75	269
Grants/Bond Proceeds <sup>(2)</sup>	355	2,845	45	45	45	48	3,383
<b>Total Revenues</b>	<b>4,207</b>	<b>7,082</b>	<b>4,502</b>	<b>4,965</b>	<b>5,234</b>	<b>5,748</b>	<b>31,738</b>
<b>EXPENDITURES</b>							
Operations & Maintenance	1,667	1,752	1,790	1,879	1,954	2,033	11,075
Debt Service <sup>(3)</sup>	315	314	473	472	470	470	2,514
Interfund Utility Tax <sup>(4)</sup> 10%	385	424	446	492	519	570	2,836
Engineering Labor <sup>(6)</sup>	275	285	192	201	211	217	1,381
Subtotal	2,642	2,775	2,901	3,044	3,154	3,290	17,806
SSWM Capital - CIP Program	2,485	4,354	1,216	1,755	1,263	2,464	13,537
<b>Total Expenditures</b>	<b>5,127</b>	<b>7,129</b>	<b>4,117</b>	<b>4,799</b>	<b>4,417</b>	<b>5,754</b>	<b>31,343</b>
<b>FUND BALANCE</b>							
Change in Working Capital <sup>(a)</sup>	(920)	(47)	385	166	817	(6)	396
Beginning Balance	2,000	1,080	1,033	1,418	1,584	2,402	2,000
<b>Ending Balance</b>	<b>1,080</b>	<b>1,033</b>	<b>1,418</b>	<b>1,584</b>	<b>2,402</b>	<b>2,396</b>	<b>2,396</b>

<b>Fund Balance Components:</b>							
Reserved <sup>(b)</sup> 20% of revenue	738	770	847	891	984	1,038	1,038
Unreserved	342	263	571	693	1,418	1,358	1,358
<b>Ending Balance</b>	<b>1,080</b>	<b>1,033</b>	<b>1,418</b>	<b>1,584</b>	<b>2,402</b>	<b>2,396</b>	<b>2,396</b>

<sup>(a)</sup> Revenues in excess of (less than) expenditures

<sup>(b)</sup> Annual reserve balance requirement equals 20% of the prior year operating revenues.

## ATTACHMENT F-1

## NOTES TO SURFACE WATER ENTERPRISE FUND

- 1) Reflects proposed rate increases of 5% in 2013, 2015, and 2017 and 10% for 2014, 2016, and 2018. 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. In 2014, the Public Works Trust Fund Loan revenue is included at \$2,800,000.00 for the Soils Reclamation Facility.
- 3) Debt schedule includes PWTF loans and the 2006 Bond.

<b>Debt Service includes:</b>	<b><u>Expires</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
2004 PWTF Duwamish (15%)	7/01/21	12,118.44	12,060.46
2004 PWTF Cascade View Const.	7/01/24	235,472.79	234,362.07
2004 PWTF Allentown (12%)	7/01/24	39,444.47	39,258.41
2006 Bond Allentown (12%)	12/31/26	<u>27,250.00</u>	<u>28,202.00</u>
<b>Total</b>		<b>\$314,285.70</b>	<b>\$313,882.94</b>

- 4) 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.
- 5) The Working Capital Reserve Fund's policy was updated in 2012 per Resolution No. 1774 to maintain an adequate fund balance in each of the enterprise funds. For the Enterprise Funds, the unrestricted fund balance shall equal or exceed 20% of the previous year's revenue, exclusive of significant non-operating, non-recurring revenues.
- 6) Cost of engineering to support capital projects, NPDES, and operation efforts in-house.

**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**  
**2013 - 2018 Analysis in 000's**

<b>REVENUES</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Green Fees <sup>(1)</sup>	974	1,020	1,024	1,075	1,079	1,133	6,305
Merchandise Sales	134	137	138	142	142	145	838
Power Cart Rentals	175	176	177	178	179	180	1,065
Concession Proceeds	85	85	86	87	88	89	520
Other Revenue	24	24	25	26	26	27	152
General Fund Contribution <sup>(3)</sup>	400	600	323	329	316	283	2,251
<b>Total Revenues</b>	<b>1,792</b>	<b>2,042</b>	<b>1,773</b>	<b>1,837</b>	<b>1,830</b>	<b>1,857</b>	<b>11,131</b>
<b>EXPENDITURES</b>							
Operations & Maintenance <sup>(4)</sup>	1,411	1,449	1,477	1,507	1,538	1,583	8,965
Admission Tax	54	56	56	59	60	62	347
Indirect Cost Allocation <sup>(5)</sup>	193	197	202	206	211	213	1,222
Subtotal	1,658	1,702	1,735	1,772	1,809	1,858	10,534
Golf Capital - CIP Program	50	50	50	50	50	50	300
<b>Total Expenditures</b>	<b>1,708</b>	<b>1,752</b>	<b>1,785</b>	<b>1,822</b>	<b>1,859</b>	<b>1,908</b>	<b>10,834</b>
<b>FUND BALANCE</b>							
Change in Working Capital <sup>(a)</sup>	84	290	(12)	15	(29)	(51)	297
Beginning Balance	200	284	574	562	577	548	200
<b>Ending Balance</b>	<b>284</b>	<b>574</b>	<b>562</b>	<b>577</b>	<b>548</b>	<b>497</b>	<b>497</b>

<b>Fund Balance Components:</b>							
Reserved <sup>(b)</sup> 20% of revenue	-	358	408	355	367	366	371
Unreserved	284	216	154	222	181	131	126
<b>Ending Balance</b>	<b>284</b>	<b>574</b>	<b>562</b>	<b>577</b>	<b>548</b>	<b>497</b>	<b>497</b>

<sup>(a)</sup> Revenues in excess of (less than) expenditures

<sup>(b)</sup> Annual reserve balance requirement equals 20% of the prior year operating revenues.

**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. This model is at zero growth for golf rounds and includes only a \$1.00 increase in green fees every two years.
- 2) The Golf Course's share of general obligation bond 2003 was assumed by a governmental fund in 2011.
- 3) General Fund Contribution is the portion of the City's sales tax revenue that will be transferred to the 411 Golf fund to cover Admission tax, Indirect Cost Allocation, and Working Capital Reserves.
- 4) Assumptions for Operations and Maintenance include: removal of the Parks and Recreation's Director's 25% of salary and benefits and 50% of the Golf Maintenance building will be covered by the Parks Department.
- 5) Indirect Cost Allocation will be calculated on an annual basis.
- 6) The Working Capital Reserve Fund's policy was approved in late 2009 and updated in 2012 to maintain an adequate fund balance in each of the enterprise funds. A minimum of 20% of the prior year's operating revenue must be set aside as a designated reserve fund.

**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.

**2013 POSITION SALARY SCHEDULE**

<b>Elected Officials</b>	<b>Minimum</b>	<b>Maximum</b>
COUNCIL MEMBER POSITION	12,600	12,600
MAYOR	99,720	99,720

<b>Fire IAFF</b>	<b>Minimum</b>	<b>Maximum</b>
FIRE BATTALION CHIEF	104,101	104,101
FIRE CAPTAIN	92,082	92,082
FIREFIGHTER	64,052	80,074

<b>Non-represented</b>	<b>Minimum</b>	<b>Maximum</b>
ADMINISTRATIVE SECRETARY 1 DCD	63,691	73,307
ADMINISTRATIVE SECRETARY 1 REC	63,691	73,307
ADMINISTRATIVE SECRETARY FIR	60,070	69,117
ADMINISTRATIVE SECRETARY POL	60,070	69,117
ASSISTANT FIRE CHIEF	101,315	129,014
ASSISTANT POLICE CHIEF	101,315	129,014
BUILDING OFFICIAL	89,573	111,957
CITY ADMINISTRATOR	121,066	157,429
CITY CLERK	78,535	94,307
CITY ENGINEER	101,315	129,014
CIVIL SERVICE EXAMINER	60,070	69,117
COURT ADMINISTRATOR	78,535	94,307
DCD DIRECTOR	109,262	142,078
DEPUTY CITY CLERK	63,691	73,307
DEPUTY DCD DIRECTOR	94,369	117,964
DEPUTY FINANCE DIRECTOR	94,369	117,964
DEPUTY PUBLIC WORKS DIRECTOR	94,369	117,964
ECONOMIC DEVELOPMENT ADMINISTR	102,378	134,019
EMERGENCY MANAGEMENT COORD	82,033	98,497
EXECUTIVE SECRETARY	63,691	73,307
FINANCE DIRECTOR	109,262	142,078
FIRE CHIEF	113,069	147,047
GOVERNMENT RELATIONS MANAGER	78,535	94,307
HUMAN RESOURCES ANALYST	78,535	94,307
HUMAN RESOURCES ASSISTANT	74,358	89,239
HUMAN RESOURCES DIRECTOR	109,262	142,078
HUMAN RESOURCES TECHNICIAN	56,399	64,915
IT DIRECTOR	109,262	142,078
LEGISLATIVE ANALYST COUNCIL	78,535	94,307
MAINTENANCE OPERATIONS MANAGER	91,180	113,934
PARKS AND RECREATION DIRECTOR	109,262	142,078
POLICE CHIEF	113,069	147,047
POLICE RECORDS MANAGER	78,535	94,307
PROJECT ANALYST	78,535	94,307
PUBLIC WORKS ANALYST	78,535	94,307
PUBLIC WORKS DIRECTOR	113,069	147,047
SENIOR ENGINEER	89,573	111,957

<b>Non-represented (continued)</b>	<b>Minimum</b>	<b>Maximum</b>
SYSTEMS ADMINISTRATOR	74,358	89,239

<b>Police Commander</b>	<b>Minimum</b>	<b>Maximum</b>
POLICE COMMANDER	113,734	124,883

<b>Police Non-Commissioned</b>	<b>Minimum</b>	<b>Maximum</b>
COMMUNITY POLICING COORD	67,906	78,585
DOMESTICE VIOLENCE ADVOCATE	53,432	66,336
EVIDENCE TECHNICIAN	52,938	63,617
POLICE INFORMATION ANALYST	59,995	73,752
POLICE RECORDS SPECIALIST	45,547	56,337
SERVICE TRANSPORT OFFICER	52,938	62,875

<b>Police Guild</b>	<b>Minimum</b>	<b>Maximum</b>
MASTER POLICE OFFICER	65,130	85,338
MASTER POLICE SERGEANT	87,636	95,684
POLICE OFFICER	65,130	82,568
POLICE SERGEANT	87,636	95,684

<b>Teamsters</b>	<b>Minimum</b>	<b>Maximum</b>
ADMIN SUPPORT ASSISTANT COURT	41,852	50,861
ADMIN SUPPORT ASSISTANT REC	41,845	50,861
ADMIN SUPPORT COORD CLK	51,242	62,275
ADMIN SUPPORT COORD HUMAN SRVC	51,242	62,275
ADMIN SUPPORT COORDINATOR CLK	51,242	62,275
ADMIN SUPPORT COORDINATOR CRT	51,242	62,275
ADMIN SUPPORT COORDINATOR IT	51,242	62,275
ADMIN SUPPORT COORDINATOR REC	51,242	62,275
ADMIN SUPPORT COORDINATOR WEB	51,242	62,275
ADMIN SUPPORT SPECIALIST JAS	47,921	58,241
ADMIN SUPPORT SPECIALIST PW MT	47,921	58,241
ADMIN SUPPORT SPECIALIST T/M	47,921	58,241
ADMIN SUPPORT TECHNICIAN	44,772	54,428
ADMIN SUPPORT TECHNICIAN C CLK	44,772	54,428
ADMIN SUPPORT TECHNICIAN COURT	44,772	54,428
ADMIN SUPPORT TECHNICIAN DCD	44,772	54,428
ADMIN SUPPORT TECHNICIAN FIRE	44,772	54,428
ADMIN SUPPORT TECHNICIAN GOLF	44,772	54,428
ADMIN SUPPORT TECHNICIAN PW AD	44,772	54,428
ADMIN SUPPORT TECHNICIAN PW MT	44,772	54,428
ASSISTANT PLANNER	71,892	87,342
BAILIFF COURT	51,242	62,275
BUSINESS COMMUNITY LIAISON	54,821	66,654
CERT TRAINER	50,359	61,254
CODE ENFORCEMENT OFFICER DCD	54,821	66,654
COMBINATION INSPECTOR DCD	62,767	76,309

<b>Teamsters (continued)</b>	<b>Minimum</b>	<b>Maximum</b>
DATABASE ADMINISTRATOR	54,821	66,654
DIRECTOR OF INSTRUCTION - GOLF	47,075	57,228
ENGINEER	76,900	93,480
FACILITIES CUSTODIAN	44,772	54,428
FACILITIES OPS TECHNICIAN	54,821	66,654
FIRE PROJECT COORDINATOR	71,881	87,342
FISCAL COORDINATOR	76,900	93,480
FISCAL SPECIALIST	51,242	62,275
FISCAL SPECIALIST RECREATION	51,242	62,275
FISCAL SUPPORT TECHNICIAN	44,772	54,428
FLEET TECHNICIAN	54,821	66,654
FLEET TECHNICIAN GOLF	54,821	66,654
GIS COORDINATOR	62,767	76,309
GOLF MAINTENANCE SUPERVISOR	62,767	76,309
INFO TECHNOLOGY ASST	44,772	54,428
LEAD FACILITIES CUSTODIAN	58,671	71,315
LEAD MAINT SPECIALIST GOLF	58,671	71,315
LEAD MAINT SPECIALIST PARKS	58,671	71,315
MAINT & OPS SPECIALIST SSW	54,821	66,654
MAINT & OPS FOREMAN SEWER	62,767	76,309
MAINT & OPS FOREMAN SSW	62,767	76,309
MAINT & OPS FOREMAN STR/SSW	62,767	76,309
MAINT & OPS FOREMAN STREET	62,767	76,309
MAINT & OPS FOREMAN WATER	62,767	76,309
MAINT & OPS SPECIALIST SEW/SSW	54,821	66,654
MAINT & OPS SPECIALIST SSW	54,821	66,654
MAINT & OPS SPECIALIST STR	54,814	66,654
MAINT & OPS SPECIALIST WTR	54,821	66,654
MAINT & OPS SUPERINTENDENT FAC	76,900	93,480
MAINT & OPS SUPERINTENDENT FLT	76,900	93,480
MAINT & OPS SUPERINTENDENT GOL	76,900	93,480
MAINT & OPS SUPERINTENDENT PAR	76,900	93,480
MAINT & OPS SUPERINTENDENT SSW	76,900	93,480
MAINT & OPS SUPERINTENDENT STR	76,900	93,480
MAINT & OPS SUPERINTENDENT WTR	76,900	93,480
MAINTENANCE SPECIALIST GOLF	51,254	62,275
MAINTENANCE SPECIALIST PARKS	51,242	62,275
MAINTENANCE WORKER STREET	41,845	50,861
MARKETING COMMUNICATIONS COORD	54,821	66,654
PERMIT COORDINATOR DCD	71,881	87,342
PLANNING SUPERVISOR DCD	88,056	107,047
PLANS EXAMINER	54,821	66,654
POLICE RECORDS SUPERVISOR	58,671	71,315
PROBATION OFFICER COURT	71,881	87,342
PROGRAM MANAGER HUMAN SERVICES	82,299	100,036
PROGRAM MANAGER MARKTNG & TRSM	82,299	100,036

<b>Teamsters (continued)</b>	<b>Minimum</b>	<b>Maximum</b>
PROJECT INSPECTOR PW ENG	58,671	71,315
PROJECT MANAGER	82,299	100,036
PROJECT MANAGER SSW	82,299	100,036
RECREATION PROG ASSISTANT	41,852	50,861
RECREATION PROG COORDINATOR	62,766	76,309
RECREATION PROG SPECIALIST	51,242	62,275
RECREATION SUPERINTENDENT	76,900	93,480
SENIOR ELECTRICAL INSPECTOR	67,146	81,672
SENIOR FISCAL COORDINATOR	82,299	100,036
SENIOR PLANNER DCD	76,900	93,480
SENIOR PLANS EXAMINER DCD	62,767	76,309
SPECIAL PROGRAMS COORD/VOLUNTR	57,676	70,116
SR INFO TECHNOLOGY SPECIALIST	54,821	66,654
SR MAINT & OPS SPECIALIST SEW	58,671	71,315
SR MAINT & OPS SPECIALIST STR	58,671	71,315
SR PROJECT INSPECTOR PW ENG	62,767	76,309



## STAFFING LEVELS

DEPARTMENT	ACTUAL										BUDGETED		
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Administrative Services <sup>(a)</sup>	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 <sup>(b)</sup>	10.50	9.50	11.50	11.00	11.00	12.00	11.00	16.00	17.00	15.75	17.00	17.75	17.75
Human Resources <sup>(a)</sup>	-	-	-	-	-	-	-	4.00	4.00	4.00	4.00	4.00	4.00
Finance	12.00	12.00	13.00	12.00	11.00	11.00	12.00	12.00	13.00	11.00	12.00	12.00	12.00
Recreation	17.75	20.50	20.25	22.00	22.50	23.50	23.50	22.50	20.75	19.25	16.50	16.25	16.25
Department of Community Development	19.88	20.88	19.88	20.88	20.88	20.25	24.25	24.25	23.00	22.63	22.13	23.00	23.00
Court <sup>(a)</sup>	-	-	-	-	-	-	-	9.75	8.75	8.75	8.75	8.75	8.75
Police	86.50	81.50	78.00	81.00	83.00	80.00	83.00	82.00	80.00	83.00	84.00	92.00	92.00
Fire	64.00	64.00	63.00	67.00	65.00	66.00	64.00	63.00	65.00	66.00	66.25	67.00	67.00
Information Technology <sup>(a)</sup>	-	-	-	-	-	-	7.00	8.00	8.00	8.00	8.00	8.00	8.00
Public Works	37.00	35.00	35.00	35.00	34.00	32.00	33.00	32.00	30.00	30.00	31.00	30.00	30.00
Parks	8.50	9.50	9.50	10.50	10.25	7.50	7.50	7.50	7.50	7.50	6.00	7.50	7.50
Street	9.00	10.00	11.00	11.00	10.00	11.00	12.00	12.00	11.00	12.00	11.50	12.00	12.00
Water	6.00	5.00	5.00	6.00	7.00	7.00	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	2.00	2.00	1.00	2.00	3.00	3.00	3.00
Golf	9.50	9.50	9.50	9.50	9.25	9.25	9.75	9.75	10.00	9.25	10.00	9.75	9.75
Surface Water	5.00	5.00	5.00	7.00	7.00	7.00	8.00	8.00	7.00	8.00	7.50	7.50	7.50
Equipment Rental	4.00	4.00	4.00	4.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
<b>TOTAL</b>	<b>321.38</b>	<b>318.13</b>	<b>316.38</b>	<b>329.63</b>	<b>329.63</b>	<b>327.25</b>	<b>335.75</b>	<b>331.75</b>	<b>325.00</b>	<b>326.13</b>	<b>326.63</b>	<b>337.50</b>	<b>337.50</b>

<sup>(a)</sup> The departments for Human Resources, Court, City Clerk and Information Technology were previously reported under Administrative Services.

<sup>(b)</sup> The department of City Clerk began reporting to the Mayor's department in 2009.

**Major Position Changes for 2013-2014:**

**Mayor:** Additions to staff include the position of Project Analyst (1 FTE) and Government Relations Manager (1FTE). Reductions in staff include the position of Civil Service Examiner (1 FTE) and Administrative Support Coordinator (.25 FTE).

**Recreation:** Addition to staff, due to reclassification of costs from Golf to Recreation for Parks and Recreation Director (.25 FTE). Reduction in staff for Recreation Program Assistant (.5 FTE).

**Department of Community Development:** Additions to staff include Admin Support Technician (.5 FTE) and Assistant Planner (.5 FTE). A reduction in staff for Senior Planner (.125 FTE).

**Police:** Additions to staff include Investigations Sergeant (1 FTE), Police Officer (5 FTE) and Admin Support Specialist (2 FTE) for administration of Chronic Nuisance Ordinance and Comprehensive Crime Reduction Program.

**Fire:** Addition to staff include the Admin Support Technician (.25 FTE) and CERT Trainer (.5 FTE).

**Public Works:** Reduction in staff of Facilities Custodian (1 FTE).

**Parks Maintenance:** Additions to staff include Maintenance Specialist Parks (1.5 FTE).

**Street Maintenance:** Addition of Maintenance Worker (1 FTE), which is funded by Solid Waste Agreement. Reduction to staff for Maintenance and Operations Specialist (.5 FTE).

**Golf:** Reduction in staff , due to reclassification of costs from Golf to Recreation for Parks and Recreation Director (.25 FTE)

## CITY STATISTICS

Date of Incorporation	June 23, 1908
Form of Government	Mayor-Council
Type of Government	Non-Charter, Optional Code City
Area	9.7 Square Miles
Population	19,107
Number of City Employees	323
Number of Businesses	2,600 (approximate)
Number of people employed in Tukwila	44,000 (approximate)
Levy Rate	\$2.95
Taxable Property Values	\$4,752,606,030
Fire Protection-- Number of Fire Personnel:	66.00
Number of Stations:	4
Number of Responses:	4,649
Total Fire Loss:	\$1,601,596
Police Protection-- Number of Police Personnel:	83
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:

### CITY OF TUKWILA, WASHINGTON PRINCIPAL EMPLOYERS CURRENT YEAR AND NINE YEARS AGO

Name of Company/Employer	Product or Business	2011 Full & Part-Time Employment	Percentage of Total City Employees	2002 Full & Part-Time Employment	Percentage of Total City Employees
Boeing Company	Airplane company	6,544	16.29%	6,882	17.70%
Group Health Cooperative	Data Ctr/Lab/Pharmacy/Mfg.	1,940	4.83%	2,100	5.40%
Costco Wholesale	Cash/carry Warehouse	675	1.68%	352	0.91%
King County Metro	Transit operating base	664	1.65%	700	1.80%
Carlisle Interconnect Technologies	Wire/Cable Connectors	600	1.49%	-	0.00%
Boeing Employees Credit Union	Banking/Credit Union	466	1.16%	793	2.04%
J.C. Penney	Department Store	350	0.87%	400	1.03%
Macy's	Department Store	327	0.81%	381	0.98%
United Parcel Service	Postal Delivery Service	294	0.73%	320	0.82%
Red Dot Corporation	Heater/air conditioning equipment	286	0.71%	246	0.63%
Sub-total - Major Employers		12,146		12,174	
All Other Employment		28,037		26,697	
TOTAL EMPLOYMENT		40,183		38,871	

Source:

Tukwila Finance Department - Business Licenses

CITY OF TUKWILA, WASHINGTON  
**SCHEDULE 9**  
**PRINCIPAL PROPERTY TAXPAYERS**  
 CURRENT YEAR AND NINE YEARS AGO

Name	Type of Business	2011 Assessed Valuation	Percent of 2011 Total Assessed Value <sup>(a)</sup>	2002 Assessed Valuation	Percent of 2002 Total Assessed Value <sup>(b)</sup>
Boeing Company	Airplane company	\$ 458,280,291	9.80%	\$ 477,839,583	13.7%
WEA Southcenter LLC	Department Stores	295,868,612	6.33%	132,881,542	3.8%
La Pianta LP/Segale Properties	Commercial Properties	152,244,367	3.26%	65,606,000	1.9%
KIR Tukwila 050 LLC/KIMCO	Commercial Properties	77,505,900	1.66%		
E Property Tax Dept	Commercial Properties	65,994,500	1.41%		
Walton CWWA Eproperty Tax Incorporated (McElroy)	Investment Property	58,335,900	1.25%	17,783,900	0.5%
Boeing Employees Credit Union	Credit Union	39,493,834	0.84%	50,679,758	1.5%
Jorgensen Forge Corporation	Steel Manufacturer	37,422,406	0.80%	9,335,896	0.3%
Sterling Realty Organization	Commercial Properties	35,128,100	0.75%		
Sea-Tuk Warehouse LLC	Food Distribution	34,558,400	0.74%	18,333,719	0.5%
Wig Properties LLC (JC Penney)	Department Stores	31,303,052	0.67%	12,834,174	0.4%
Federated Department Stores (Macys)	Department Stores	29,559,500	0.63%	28,880,357	0.8%
BRCP Riverview Plaza LLC	Commercial Properties	26,154,200	0.56%		
Puget Sound Energy/Gas - Electric	Electric/Gas Utility	25,413,084	0.54%	22,189,987	0.6%
Southcenter Corporate Square	Hair Loss Center	24,897,400	0.53%		
Anne Arundel Apartments LLC (Group Health)	Apartments	23,604,800	0.50%		
Koar-Seatac Partners LP (Embassy Suites)	Lodging	21,684,248	0.46%	18,961,200	0.5%
Merrill Creek Holding LLC (Kenworth Motors)	Truck Manufacturer	20,112,600	0.43%	22,083,500	0.6%
Hamish Group Incorporated	Truck Equipment	16,939,386	0.36%	10,159,379	0.3%
CHA Southcenter LLC (Doubletree Inn)	Lodging	15,582,600	0.33%	17,402,649	0.5%
Lowe's HIW Incorporated	Home Improvement	13,515,521	0.29%	17,570,400	0.5%
Qwest Corporation (US West Communications)	Telephone Utility	11,094,861	0.24%	19,358,908	0.6%
Hill Investment Company	Commercial Properties	6,914,900	0.15%	5,844,700	0.2%
AMB Institutional Alliance	Commercial Properties		0.00%	54,186,700	1.6%
Group Health Cooperative	Healthcare Admin		0.00%	25,987,089	0.9%
MBK Northwest	Commercial Properties		0.00%	67,105,300	2.2%
Rreef America Reit II Corporation (Pacific Gulf)	Commercial Properties		0.00%	40,462,600	1.3%
<b>TOTALS</b>		<b>\$ 1,521,608,462</b>	<b>32.54%</b>	<b>\$ 1,135,487,341</b>	<b>33.2%</b>

## Notes:

<sup>(a)</sup> In 2011 the total assessed property value in the City of Tukwila was \$4,675,629,743.

<sup>(b)</sup> In 2002 the total assessed property value in the City of Tukwila was \$3,489,704,657.

## Source:

King County Department of Assessments

## GLOSSARY OF TERMS

**ACCOUNT.** A classification established for the purpose of recording revenues and expenditures.

**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.

**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.

**BALANCED BUDGET.** A budget with revenues equal to expenditures. Total Revenues are equal to or greater than Total Expenses.

**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.

**BIENNIAL BUDGET.** A budget applicable to a two-year period.

**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 AMENDMENT.** The method used to make revisions to the adopted budget. Adjustments are made through an ordinance approved by the City Council.

**BUDGET CALENDAR.** The schedule of events that need to occur and the date or period of time for each to occur in the preparation, review and adoption of a budget.

**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 such as land, improvements to land, easements, buildings and related improvements, vehicles, machinery and equipment, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. *See also Fixed Assets.*

**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.

**CAPITALIZATION THRESHOLD.** Dollar value at which a government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. The City's capitalization threshold is established at a cost of \$5,000.00, or greater.

**CONTINGENCY FUND.** An account set aside for emergencies or other unanticipated needs not otherwise included as part of the budget.

**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.

**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. *See also Capital Assets.*

**FULL-TIME EQUIVALENT (FTE).** An employment indicator that translates the total number of hours worked in a year by all employees, including part-time workers, to an equivalent number of work years. For example, one FTE equals 2,080 hours and .75 FTE equals 1,560 hours.

**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 to a particular purpose or undesignated as to the remaining unappropriated balance of the fund after accounting for the designated funds.

**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 that are secured by the local government's full faith and credit to use legally available resources, including tax revenues to repay bond holders.

**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.

**OBJECT DESCRIPTION.** The classification of expenditures on the basis of categories called line-items or objects-of-expenditure (e.g., 10-Salaries & Wages, 20-Personnel Benefits, 40-Other Services & Charges, 60-Capital Outlay, etc.) and within each category more detailed line-items (e.g., salaries, travel, telephone expense, etc.).

**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

AWC- Association of Washington Cities  
CBD - Central Business District  
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  
GAAP - Generally Accepted Accounting Principles  
GASB - Governmental Accounting Standards Board  
GFOA - Government Finance Officers Association  
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  
TIB - Tukwila International Boulevard  
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