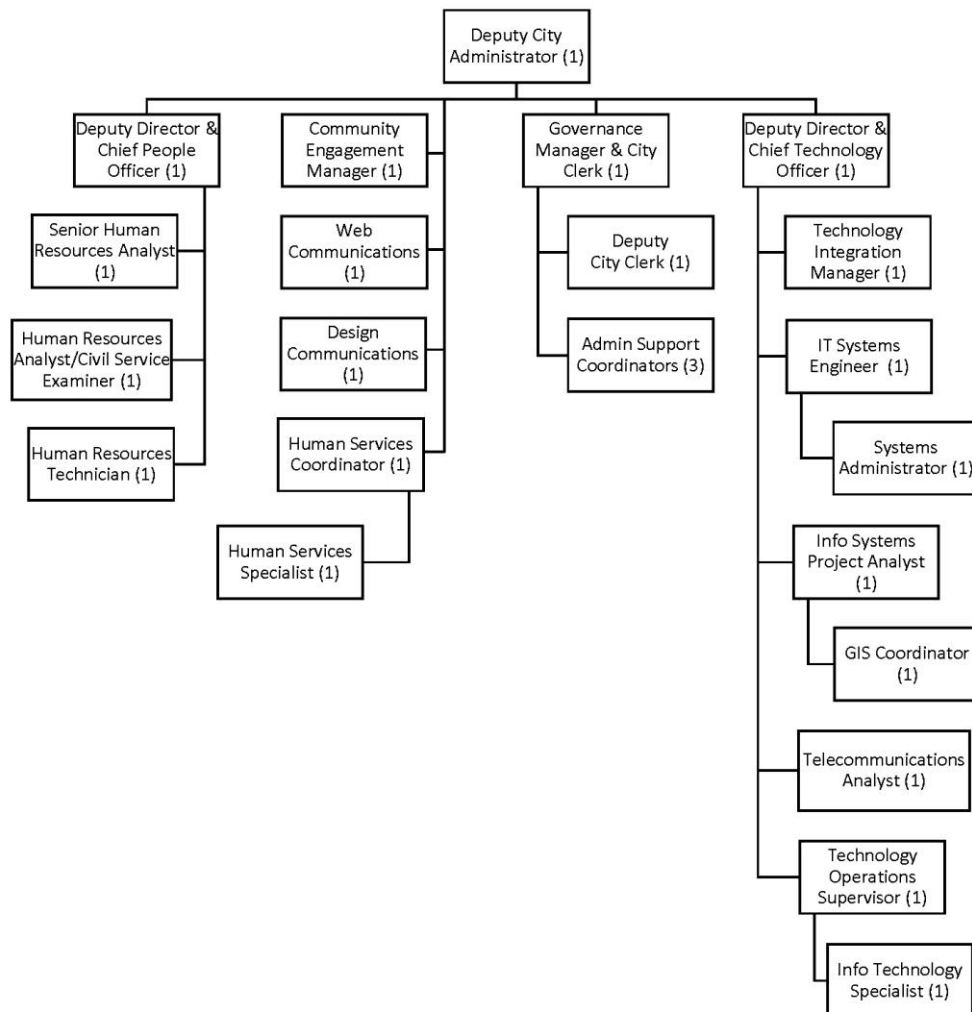


Administrative Services



DEPARTMENT: Administrative Services (04)**FUND:** General**RESPONSIBLE MANAGER:** Rachel Bianchi**FUND NUMBER:** 000**POSITION:** Deputy City Administrator

Description

The Administrative Services department contains the following divisions: Community Services & Engagement, Human Resources, the City Clerk's Office, Technology and Innovation Services, and the Equity and Social Justice Commission. The department supports the work of other City departments in these efforts and leads inter-departmental efforts on a variety of special issues and projects, including implementation of the City's Equity Policy.

2021-2022 Accomplishments

- ◆ Distributed an unprecedented amount of rent and utility assistance to the Tukwila community, stabilizing housing for hundreds of community members during the global pandemic. **Strategic Plan Goals 1, 2, 3, 5.**
- ◆ Updated members of the community and internal City organization by providing timely, relevant and accessible communications about the pandemic, the City's response, and available resources. **Strategic Plan Goals 1, 2, 3, 5.**
- ◆ Opened Tukwila's new headquarters Fire Station 52, successfully completing a key milestone in the City's Public Safety Plan. **Strategic Plan Goals 1, 2, 3, 4, 5.**
- ◆ Transformed the Community Connectors program into the Tukwila Community Leadership Initiative, utilizing community members to lead the development of the Initiative. **Strategic Plan Goals 1, 2, 3, 5.**
- ◆ Ongoing implementation of the Equity Policy, including support of the Equity Policy Implementation Committee (EPIC), initiating a new equity toolkit and equitable outreach guide, and providing ongoing training for City staff, elected officials, and Board and Commission members. **Strategic Plan Goals 1, 2, 3, 5.**
- ◆ Increased collaboration across the City of Tukwila through the usage of Office 365 collaboration applications. **Strategic Goal 4.**
- ◆ Implemented technology to successfully deploy hybrid Teams meetings across the city, including in Council and PD to support court sessions and jury trials. **Strategic Goal 4.**
- ◆ Security enhancement of Panic buttons installed at City Hall, 6300, and Community Center & Installed 16 Panic Buttons at the Justice Center. **Strategic Goal 4, 5.**
- ◆ Supported multiple technology moves of new Fire Station, Justice Center, and Fleet/Facility building on schedule and within budget. **Strategic Goal 4, 5.**
- ◆ Identified and implemented Budgeting forecasting tool for community outreach. **Strategic Goal 5.**
- ◆ Expanded availability of Kiosks for public use in Department of Community Development and Finance. **Strategic Goal 4, 5.**
- ◆ Deployed surplus laptops to Parks and Recreation to assist families displaced by an apartment fire. **Strategic Goal 2.**
- ◆ Initiate 3 phased approach to visibility of As-builts on map viewer and in Laserfiche for staff and eventually contractors and public consumption. **Strategic Goal 4.**

- ◆ Complete upgrades and expanded use of multiple systems ensuring software is updated to supported versions including Financials, Asset Management, GIS, HR systems, Door Access Security systems. **Strategic Goal 4.**
- ◆ Up-graded GIS environment. Leveraged GIS to visualize the Digital Divide. Parks is using data in Microsoft PowerBi. Public Works is using arcPro to edit data. Conducted POC with new cost attainable satellite GPS receiver for ARCGIS field maps and existing staff provisioned cell phones and iPads, enabling the ability to capture location with centimeter to submeter accuracy. **Strategic Goal 1, 4.**
- ◆ Telecom Franchise Analyst developed Franchise program management with goal of driving down cost for residents and increase of service availability. Franchise 101 presentation to Council, and Small Cell ordinance adopted by Council. Design of small cell pole completed, coordinating with PW/DCD and pole manufacturers. Continuing to monitor existing franchise agreements and assist in renewal when needed. **Strategic Goal 3, 4.**
- ◆ Per Audit Results, the City's spend on telecommunications is at or better than industry average. **Strategic Goal 4.**
- ◆ Developed new IT contract addendums that include provisions for security and availability. **Strategic Goal 1, 4.**
- ◆ Supporting employees and managers in navigating pandemic-related personnel and organizational issues. **Strategic Goal 4.**
- ◆ Implementation of improved hiring practices have resulted in new, highly qualified staff that better reflect the Tukwila community. **Strategic Goal 4.**
- ◆ Deployment of new city-wide annual performance review system. **Strategic Goal 4.**
- ◆ Provided direction and oversight to inventory and digitize Fire Department records in preparation for transfer of fire services to a Regional Fire Authority. **Strategic Goal 1, 2 & 4.**
- ◆ Developed an electronic repository for digital images of Public Works As-Built Drawings that includes integration with a GIS mapping tool. Awarded a grant from the State Archives to digitize and microfilm additional paper drawings of these essential records. **Strategic Goal 1, 2 & 4.**
- ◆ Provided a presentation to the City's elected officials as per by the Open Government Trainings Act (required every four years and/or within 90 days of the election of new officials) **Strategic Goal 1, 2 & 4.**
- ◆ Project management for relocation of the City's off-site Records Center to a City facility, resulting in an annual savings of \$105,000. **Strategic Goal 1, 2 & 4.**

2023-2024 Outcome Goals

- ◆ Supporting vulnerable community members – as they continue to recover from effects of the pandemic – with rent and utility assistance; leveraging partnerships to ensure basic needs are met in the Tukwila community. **Strategic Plan Goals 1, 2, 3, 5.**
- ◆ Successful implementation of the Tukwila Community Leadership Initiative (TCLI). **Strategic Plan Goals 2, 3, 5.**
- ◆ Continued implementation of the City's adopted Equity Policy, facilitation of the Equity Policy Implementation Committee (EPIC) and supporting the Equity and Social Justice Commission. **Strategic Plan Goals 1, 2, 3, 4, 5.**
- ◆ As-built Project on schedule to provide improved access and visibility to utility assets. **Strategic Goal 1, 4.**
- ◆ Enhanced adoption of GIS processes and tools throughout the city to manage critical data and inform public. **Strategic Goal 1, 4.**

- ◆ Highly enabled and effective end users realized through provision of technology training opportunities at all levels of the city. **Strategic Goal 1, 4.**
- ◆ Support Data Analytic efforts throughout the city by providing tools, training, and assistance to build a cohesive Analytics program. **Strategic Goal 4.**
- ◆ Mature technology risk posture by enhancing security controls. **Strategic Goal 4.**
- ◆ Continue to implement IT Service Management to efficiently deliver support and services to departments and users. **Strategic Goal 4.**
- ◆ Ensure Staff have appropriate and cost-effective tools to effectively provide service. **Strategic Goal 4.**
- ◆ Modernizing the City's personnel and administrative policies and providing risk mitigation through effective and consistent application of policies. **Strategic Goals 4,5.**
- ◆ Provide timely, relevant human resources-related information for all employees and the general public. **Strategic Goal 4.**
- ◆ Ongoing review of policies and practice to ensure the City is meeting the Equity Policy goals as it relates to recruitment, retention, and other personnel matters. **Strategic Goals 3, 4.**
- ◆ Facilitate digitization of records for new departmental projects (Public Works and Fire). **Strategic Goal 1, 2 & 4.**
- ◆ Provide risk mitigation through effective records management, public records disclosure, and policy guidance. **Strategic Goals 4 & 5**
- ◆ Go live with the City's on-line archive of historical documents. **Strategic Goals 2 & 5.**

2023-2024 Indicators of Success

- ◆ Provide housing stabilization to Tukwila's most vulnerable community members. **Strategic Plan Goals 1, 2, 3, 5.**
- ◆ Implementation of the Equity Policy improves understanding of outcomes, leading to more equitable policy decisions. **Strategic Plan Goals 1, 2, 3, 4, 5.**
- ◆ The Tukwila Community Leadership Initiative results in broader community participation in City government, such as Council meetings, boards and commissions, and other City-related programs. **Strategic Plan Goals 1, 2, 3, 5.**
- ◆ Meet Service Level Agreements 90% of the time. **Strategic Goal 4.**
- ◆ IT Risk Posture is aligned to industry standards. **Strategic Goal 4.**
- ◆ Fully utilize tools deployed internally and public facing (externally) as part of GIS expansion by providing training and knowledge base. **Strategic Goal 4.**
- ◆ Enhanced visibility of outcomes of city provided services through data analytics. **Strategic Goal 4.**
- ◆ Obtain the goal of zero unplanned downtime for two years. **Strategic Goal 4.**
- ◆ Protecting the City from claims and litigation and creating trust in the city's workforce through the consistent application of laws, rules, regulations, and policies. **Strategic Goal 4.**
- ◆ Improved human resources internal and external webpages to provide current, relevant, and accessible information to internal employees and external stakeholders. **Strategic Goal 4.**
- ◆ Continue modernization of human resources functions, including digitization of personnel and other related files. **Strategic Goal 4.**
- ◆ Content available online in the City's Digital Records Center for As-Built Drawings and Fire Marshal's Office records. **Strategic Goal 1, 2 & 4.**
- ◆ Continued stewardship of the City against claims and litigation due to strict adherence to public records laws. **Strategic Goals 4 & 5**

- ◆ Promote Tukwila's history through social media and newsletter articles, while providing essential protection through electronic redundancy. **Strategic Goals 2 & 5.**

Program Change Discussion

Administrative Services had few changes from the previous biennium. Most reductions that occurred in the last biennium remain in place. The former Community Connectors Program, renamed the Tukwila Community Leadership Initiative, cut during the last biennium, has been restored through Federal American Rescue Plan Act (ARPA) funds. The City Clerk's extra labor position that provides assistance on public records requests, also cut during the previous biennium, is restored here due to the additional workload anticipated in public records with Fire and EMS services being contracted to the Puget Sound Regional Fire Authority. The Human Resources Director position in the previous biennium was changed to a Deputy Director & Chief People Officer. Additionally, funds from recaptured sales tax associated with House Bill 1406 for rental assistance are reflected in the Department's budget for the first time, along with associated expenses. ARPA funds allocated in 2022 for rental assistance that were unspent are allocated for 2023 in the event that low-income Tukwila community members continue to see COVID-related wage loss and need rent and utility assistance. There is also \$150,000 in one-time funds allocated in 2023 in professional services for a non-represented employees compensation study which had originally been budgeted in 2020 and was eliminated due to COVID related revenue losses.

Department Detail

Program Descriptions

The following programs are budgeted in Administrative Services:

| PROGRAM NAME | PROGRAM DESCRIPTION |
|--|---|
| Emergency Preparation & Response | Emergency training, continuity of operations plans, developing backup systems. |
| Projects & Capital Impr Mgmt | Planning and executing community infrastructure investment |
| Community Investment | Providing Tukwila community members with resources to improve quality of life and access to opportunities. |
| Equity | Implementation of City Equity policy, support for EPIC (Equity Policy Implementation Committee), equity training and regional/national partnerships with and memberships in equity-focused organizations. |
| Governmental Affairs & Regional Issues | Liaise with other government and regional entities. Includes travel and registrations to regional, state, and national boards |
| Public Safety Plan | Provide reporting, issue debt specific to the voter-approved public safety plan |
| Administration | General functions for standard operations of the department, including purchasing, timecards, budget development and oversight, culture and internal communications, recruiting and hiring, employee supervision and performance evaluations. |
| Business Application Services | Business application which includes financial, asset management (fleet, facilities, parks, and city infrastructure e.g., water, sewer, surface water and street), human resources support |

| | |
|---------------------------------------|---|
| Business System Management & Support | Maintaining and supporting enterprise application relational databases to ensure integrity of application data |
| Civil Service Recruit & Hiring | Recruitment, testing and hiring for Police and Fire |
| Communications & Community Engagement | Fosters more inclusive public participation and relationship building. |
| Council Agenda/Meeting Functions | Administration, agenda production, agenda review and long-term planning, meeting facilitation, minutes, legislative history |
| Cyber Secrty/Busnss Continuity | Application of technologies, processes, and controls to protect City systems, networks, programs, devices, and data from cyber-attacks. Restore technology services to maintain critical city services in the event of a natural disaster or cyber security attack. |
| Data Analytics | Provide quantitative management data of delivered city services by organizing, managing, and extracting insights from diverse systems and data sets. Proactively inform staff if services are not meeting expected service levels. |
| End-User Infrastructure Svcs | End-user hardware services: laptops, desk phones, PC, point of sale, first responder (rugged tablets and cameras). |
| GIS | Includes staff time and consultant services to maintain the geographic information system (GIS) data necessary for customer inquiries, daily operations, and infrastructure maintenance. |
| Ordinance, Resolution & TMC Dev | Legislation creation and review, amending and repealing documents, ongoing TMC development, and significant department-led code changes. |
| Policy Development/ Compliance | Duties related to the development of Human Resources policies as well as ensuring compliance. |
| Recruiting and Hiring | This program is tasked with finding, attracting, evaluating, and hiring top talent. Recruitment for non-Police and Fire. Includes lifecycle of recruitment from vacancy to onboarding. |
| Benefit Plan Management | Managing health, retirement, and other benefits. Claims processing |
| Boards/Commissions/ Committees | Staffing, participating and other support for the successful development and administration of Board and Commission recruitment, trainings, and meetings. Also includes assisting with appointments and monitoring terms of appointment and training requirements. Receive applications and compiles memo for Mayor, schedule interviews, as requested, maintains a roster with all appointees and expiration dates, send memos for approved appointment for city council agenda, issue press releases, send thank you, regrets and/or congratulations letters to residents |
| Classification & Compensation | Job descriptions, rep, and non-rep |
| Digital Records Center | Growth and development of system, microfilming and digitization, importing new record series, GET-IT, policies, training, new initiatives, maintenance costs professional development.? |
| Emergency Application Services | Emergency service (Fire and Police) application support. |
| Health & Safety | Accident prevention plan, safety plan. Employee injury/illness reports. Training related to health and safety. |
| Labor & Employee Relations | Contract/collective bargaining negotiations. Complaints, grievances, investigations, and contract interpretation. |

| | |
|-------------------------------------|--|
| Mandatory Training | Trainings required by Federal, State, Local laws and/or City of Tukwila organizational policy. |
| Network Infrastructure Srvcs | Network design and support, maintenance. |
| Professional Development & Training | Development of operational and strategic knowledge and skills to support staff development and better outcomes for the community and organization. |
| Essential Public Services | Preparation of correspondence, memos, presentations. Oversight of scheduling for Mayor and City Administrator |
| Mobility Services | Cell phones, in-car wireless, virtual private networks, iPads, IoT (internet of things connected smart devices). |
| Public Record Req & Record Mgt | Adherence to public records laws. |
| Service Desk | Tier 1/2 support and triage (Basic IT support and Training).? Advanced Troubleshooting, Device Provisioning and Service Fulfilments. |

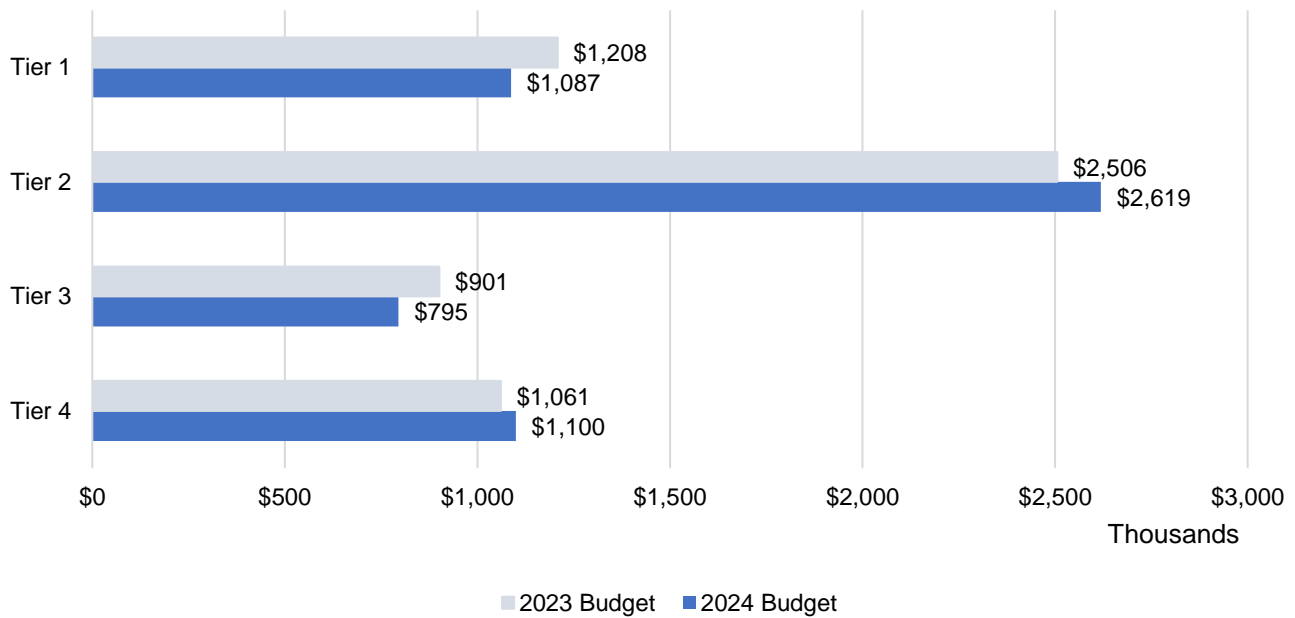
Budget by Program

| Program Description | Tier | Legally Required (Y/N) | Type of Program | FTE Allocation | 2023 Budget | FTE Allocation | 2024 Budget | % Change 2023 - 2024 |
|--------------------------------|------|--------------------------|-----------------|----------------|------------------|----------------|------------------|----------------------|
| Emergency Prep & Response | 1 | Y - Federal/State | Governance | 0.174 | 28,330 | 0.174 | 30,030 | 6.00% |
| Projects & Capital Impr Mgmnt | 1 | N - Best Practice | Community | 0.050 | 12,943 | 0.050 | 13,589 | 4.99% |
| Community Investment | 1 | N - Best Practice | Community | 1.640 | 1,000,057 | 1.580 | 868,428 | -13.16% |
| Equity | 1 | Y - Ordinance/Resolution | Community | 0.580 | 113,424 | 0.580 | 119,056 | 4.97% |
| Governmental & Regionl Affairs | 1 | Y - Federal/State | Community | 0.250 | 48,525 | 0.250 | 50,901 | 4.90% |
| Public Safety Plan | 1 | Y - City Code | Governance | 0.020 | 5,177 | 0.020 | 5,435 | 4.98% |
| 1 - Total | | | | 2.714 | 1,208,456 | 2.654 | 1,087,440 | -10.01% |
| Administration | 2 | Y - Federal/State | Governance | 2.094 | 435,794 | 2.094 | 454,633 | 4.32% |
| Business Application Services | 2 | Y - Federal/State | Governance | 0.280 | 107,157 | 0.280 | 109,548 | 2.23% |
| Business System Mngmnt & Spprt | 2 | Y - Federal/State | Governance | 0.580 | 171,050 | 0.580 | 176,922 | 3.43% |
| Civil Service Recruit & Hiring | 2 | Y - Federal/State | Governance | 0.680 | 147,598 | 0.680 | 158,249 | 7.22% |
| Communications & Cmmnty Engmnt | 2 | N - Best Practice | Community | 2.620 | 466,227 | 2.670 | 495,708 | 6.32% |
| Council Agenda/Meeting Functns | 2 | Y - Federal/State | Governance | 0.790 | 116,656 | 0.790 | 122,517 | 5.02% |
| Cyber Secrty/Busnss Continuity | 2 | N - Best Practice | Governance | 0.890 | 183,150 | 0.890 | 190,923 | 4.24% |
| Data Analytics | 2 | N - Best Practice | Governance | 0.152 | 31,101 | 0.152 | 32,539 | 4.62% |
| End-User Infrastructure Svcs | 2 | Y - Federal/State | Governance | 0.640 | 518,451 | 0.640 | 524,987 | 1.26% |
| GIS | 2 | Y - City Code | Governance | 0.273 | 75,384 | 0.273 | 83,457 | 10.71% |
| Ordinance, Resolution&TMC Dev | 2 | Y - Federal/State | Governance | 0.390 | 52,018 | 0.390 | 54,395 | 4.57% |
| Policy Development/Compliance | 2 | Y - Federal/State | Governance | 0.290 | 53,459 | 0.290 | 57,578 | 7.70% |
| Recruiting and Hiring | 2 | Y - City Code | Governance | 0.840 | 147,625 | 0.840 | 157,801 | 6.89% |
| 2 - Total | | | | 10.519 | 2,505,671 | 10.569 | 2,619,255 | 4.53% |
| Benefit Plan Management | 3 | Y - Federal/State | Governance | 0.400 | 85,738 | 0.400 | 91,047 | 6.19% |
| Boards/Commissions/Committees | 3 | Y - City Code | Governance | 0.180 | 33,084 | 0.290 | 45,383 | 37.18% |
| Classification & Compensation | 3 | Y - Ordinance/Resolution | Governance | 0.220 | 191,837 | 0.220 | 44,915 | -76.59% |
| Digital Records Center | 3 | Y - Federal/State | Governance | 0.970 | 176,300 | 0.970 | 182,968 | 3.78% |
| Emergency Application Services | 3 | N - Best Practice | Governance | 0.192 | 30,420 | 0.192 | 31,921 | 4.93% |
| Health & Safety | 3 | Y - Federal/State | Governance | 0.270 | 93,158 | 0.270 | 96,912 | 4.03% |
| Labor & Employee Relations | 3 | Y - Federal/State | Governance | 0.440 | 90,505 | 0.440 | 96,626 | 6.76% |
| Mandatory Training | 3 | Y - Federal/State | Governance | 0.010 | 2,589 | 0.010 | 2,718 | 4.98% |
| Network Infrastructure Svcs | 3 | N - Best Practice | Governance | 0.490 | 192,340 | 0.490 | 196,988 | 2.42% |
| Professional Dev & Training | 3 | Y - Ordinance/Resolution | Governance | 0.020 | 5,177 | 0.020 | 5,435 | 4.98% |
| 3 - Total | | | | 3.192 | 901,147 | 3.302 | 794,914 | -11.79% |
| Essential Public Services | 4 | N - Best Practice | Governance | 0.440 | 216,692 | 0.440 | 220,251 | 1.64% |
| Mobility Services | 4 | N - Best Practice | Governance | 0.400 | 61,165 | 0.400 | 66,235 | 8.29% |
| Public Record Req & Record Mgt | 4 | Y - Federal/State | Community | 2.652 | 448,120 | 2.552 | 456,703 | 1.92% |
| Service Desk | 4 | N - Best Practice | Governance | 2.123 | 335,243 | 2.123 | 356,826 | 6.44% |
| 4 - Total | | | | 5.615 | 1,061,220 | 5.515 | 1,100,015 | 3.66% |
| Grand Total | | | | 22.040 | 5,676,494 | 22.040 | 5,601,624 | -1.32% |

Programs by Tier

Programs are scored amongst four tiers with Tier 1 being the most directly connected and supportive of the City's strategic goals. Programs identified by Administrative Services fall into all four tiers with 65% of the budget allocated to the top two tiers.

Programs by Tier



Performance Measures

| PROGRAM | PERFORMANCE MEASURE | 2021 Actual | 2022 Actual | 2023-2024 Target | COUNCIL GOAL |
|---------------------------------------|---|-------------|-------------|------------------|------------------|
| Public Record Req & Record Mgt | Public Records Requests take less than 30 calendar days to fulfill. | * | 71% | 71% | Strategic Goal 4 |
| Public Record Req & Record Mgt | Contracts submitted by staff fully executed within 7 business days | * | 88% | 99% | Strategic Goal 4 |
| Digital Records Center | Public Records Requests provided through links to the Digital Records Center within 5 business days of receipt | | 24% | 25% | Strategic Goal 4 |
| Council Agenda/Meeting Functions | Council and Committee Meeting agenda packets produced and distributed by 12pm on Fridays | 100% | 100% | 100% | Strategic Goal 4 |
| Community Investment | Qualified families seeking rental assistance are also referred to utility assistance programs on an annual basis. | 100% | 100% | 100% | Strategic Goal 2 |
| Equity | Priorities implemented by the Equity Policy Implementation Committee (EPIC). | 3 | 4 | 3 | Strategic Goal 2 |
| Communications & Community Engagement | Hazelnut newsletters published annually. | 6 | 6 | 6 | Strategic Goal 5 |

| | | | | | |
|---------------------------------------|--|--------|--------|-------------|------------------|
| Communications & Community Engagement | Social media posts made annually. | 211 | 221 | 200 | Strategic Goal 5 |
| Civil Service Recruit & Hiring | Eligibility lists confirmed by Civil Service Commission within one (1) month. | * | * | 100% | Strategic Goal 4 |
| Benefit Plan Management | Employee benefit questions referred to Alliant, the City's new healthcare broker. | * | * | 100% | Strategic Goal 4 |
| Recruiting and Hiring | Successful candidates receive a job offer within one (1) day of hiring manager notifying Human Resources. | * | * | 100% | Strategic Goal 4 |
| Service Desk | Meet Service Level Agreements | 90.41% | 91.36% | 90% | Strategic Goal 4 |
| Cyber Security Business Continuity | Align IT risk posture to industry standards by implement 100% of applicable security controls by 2024 | * | * | End of 2024 | Strategic Goal 4 |
| Business System Management & Support | Reduce unplanned system downtime by initiating RCAs within 48hrs of resolution of 100% applicable major outages. | * | * | End of 2024 | Strategic Goal 4 |

Budget by Revenue & Expenditure Summary

| Administrative Services | | | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|---------------|
| | Actual | | | Budget | | | Percent Change | |
| | 2020 | 2021 | Projected 2022 | Adopted 2022 | Proposed 2023 | Proposed 2024 | Budget 2022-2023 | 2023-2024 |
| Sales Taxes-Retail | \$ 125,366 | \$ 165,247 | \$ 168,000 | \$ 100,000 | \$ 128,000 | \$ 128,000 | 28.0% | 0.0% |
| Grant Revenues | 126,075 | 128,970 | 387,670 | 835,000 | 210,000 | 75,000 | -74.9% | -64.3% |
| General Government Revenue | 40 | 438 | 34 | 100 | - | - | -100.0% | 0.0% |
| Plan Check and Review fees | 438 | 698 | - | - | - | - | 0.0% | 0.0% |
| Total Revenues & Transfers In | 251,919 | 295,353 | 555,704 | 935,100 | 338,000 | 203,000 | -63.9% | -39.9% |
| Salaries & Wages | 2,275,505 | 2,279,095 | 2,423,242 | 2,461,571 | 2,536,960 | 2,706,138 | 3.1% | 6.7% |
| Benefits | 942,304 | 913,442 | 926,654 | 947,001 | 932,896 | 967,600 | -1.5% | 3.7% |
| Supplies | 16,130 | 25,058 | 40,064 | 68,729 | 43,908 | 43,908 | -36.1% | 0.0% |
| Repair & Maintenance Supplies | 103 | - | 66 | 1,000 | 1,000 | 1,000 | 0.0% | 0.0% |
| Small Tools | 21,613 | - | 632 | - | - | - | 0.0% | 0.0% |
| Technology Supplies | 24,053 | 38,509 | 7,385 | 10,000 | 76,000 | 76,000 | 660.0% | 0.0% |
| Professional Services | 612,149 | 851,993 | 1,355,482 | 1,503,152 | 761,070 | 617,070 | -49.4% | -18.9% |
| Communications | 253,391 | 226,376 | 311,980 | 233,529 | 238,973 | 238,973 | 2.3% | 0.0% |
| Professional Development | 177,464 | 74,915 | 55,618 | 21,500 | 78,300 | 78,300 | 264.2% | 0.0% |
| Advertising | 8,950 | 5,976 | 6,400 | 19,450 | 35,950 | 35,950 | 84.8% | 0.0% |
| Rentals | 169,552 | 167,947 | 172,159 | 167,600 | 168,380 | 168,380 | 0.5% | 0.0% |
| Technology Services | 235,941 | 365,109 | 174,623 | 78,000 | 425,960 | 425,960 | 446.1% | 0.0% |
| Repairs & Maintenance Services | 4,150 | 22,190 | 34,164 | 43,404 | 7,597 | 7,844 | -82.5% | 3.3% |
| Other Expenses | 9,323 | (62,795) | 230,708 | 30,631 | 279,500 | 144,500 | 812.5% | -48.3% |
| Machinery & Equipment | - | 99,300 | 83,000 | 283,000 | 90,000 | 90,000 | -68.2% | 0.0% |
| Total Expenditures & Transfer Out | \$ 4,750,627 | \$ 5,007,114 | \$ 5,822,178 | \$ 5,868,567 | \$ 5,676,494 | \$ 5,601,624 | -3.3% | -1.3% |
| | | | | NET BUDGET | | (5,338,494) | (5,398,624) | |

* Net budget equals the department's total revenues plus transfers in, less total expenditures and transfers out.

| Expenditures by Division | Actual | | | Budget | | | Percent Change | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|--------------|
| | | | Projected | | | Proposed | | |
| | 2020 | 2021 | 2022 | Adopted 2022 | Proposed 2023 | Proposed 2024 | 2022-2023 | 2023-2024 |
| Admin Svcs-Administration | 216,822 | 229,950 | 245,860 | 247,389 | 258,857 | 271,770 | 4.6% | 5.0% |
| Human Resources | 690,657 | 740,046 | 783,737 | 857,894 | 995,102 | 897,569 | 16.0% | -9.8% |
| Community Services & Engagemnt | 1,189,603 | 1,393,884 | 1,778,661 | 1,765,532 | 1,550,019 | 1,449,308 | -12.2% | -6.5% |
| Equity and Social Justice Comm | 4,700 | 2,800 | 326 | 4,800 | 4,800 | 4,800 | 0.0% | 0.0% |
| City Clerk | 752,440 | 776,699 | 876,503 | 854,736 | 970,183 | 1,006,614 | 13.5% | 3.8% |
| Technology & Innovation Svcs | 1,896,405 | 1,863,736 | 2,137,091 | 2,138,216 | 1,897,534 | 1,971,562 | -11.3% | 3.9% |
| Department Total | \$ 4,750,627 | \$ 5,007,114 | \$ 5,822,178 | \$ 5,868,567 | \$ 5,676,494 | \$ 5,601,624 | -3.3% | -1.3% |

| Expenditures by Type | Actual | | | Budget | | | Percent Change | |
|-------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|--------------|
| | | | Projected | | | Proposed | | |
| | 2020 | 2021 | 2022 | Adopted 2022 | Proposed 2023 | Proposed 2024 | 2022-2023 | 2023-2024 |
| Salaries & Wages | 2,275,505 | 2,279,095 | 2,423,242 | 2,461,571 | 2,536,960 | 2,706,138 | 3.1% | 6.7% |
| Personnel Benefits | 942,304 | 913,442 | 926,654 | 947,001 | 932,896 | 967,600 | -1.5% | 3.7% |
| Supplies | 61,899 | 63,567 | 48,147 | 79,729 | 120,908 | 120,908 | 51.6% | 0.0% |
| Services | 1,470,921 | 1,651,711 | 2,341,134 | 2,097,266 | 1,995,730 | 1,716,977 | -4.8% | -14.0% |
| Capital Outlays | - | 99,300 | 83,000 | 283,000 | 90,000 | 90,000 | -68.2% | 0.0% |
| Department Total | \$ 4,750,627 | \$ 5,007,114 | \$ 5,822,178 | \$ 5,868,567 | \$ 5,676,494 | \$ 5,601,624 | -3.3% | -1.3% |

Salary & Benefit Details

| Administrative Services | | | | | | | |
|-------------------------------------|--------------|--------------|---------------------|-------------------|--------------|---------------------|-------------------|
| Position Description | 2022 | 2023 | 2023 Budget | | 2024 | 2024 Budget | |
| | FTE | FTE | Salaries | Benefits | FTE | Salaries | Benefits |
| Deputy City Administrator | 1 | 1 | \$ 193,260 | \$ 65,597 | 1 | \$ 203,952 | \$ 67,818 |
| Human Resources Director | 1 | 0 | - | - | 0 | - | - |
| Chief People Officer | 0 | 1 | 129,623 | 53,815 | 1 | 143,135 | 56,482 |
| Senior Human Resources Analyst | 0 | 1 | 114,416 | 32,395 | 1 | 125,628 | 34,615 |
| Human Resources Analyst | 2 | 1 | 109,920 | 47,308 | 1 | 123,036 | 49,872 |
| Human Resources Technician | 1 | 1 | 84,438 | 26,837 | 1 | 90,396 | 28,053 |
| Community Engagement Manager | 1 | 1 | 135,732 | 52,141 | 1 | 143,964 | 53,840 |
| Program Coordinator | 1 | 1 | 124,200 | 34,150 | 1 | 130,788 | 35,537 |
| Admin Support Coordinator | 5 | 5 | 440,730 | 195,548 | 5 | 467,160 | 201,077 |
| Admin Support Specialist | 1 | 1 | 76,068 | 25,246 | 1 | 80,172 | 26,120 |
| City Clerk | 1 | 1 | 148,860 | 49,406 | 1 | 156,768 | 51,060 |
| Deputy City Clerk | 1 | 1 | 96,792 | 28,032 | 1 | 101,976 | 29,121 |
| TIS Director | 1 | 0 | - | - | 0 | - | - |
| Deputy Director Admin Svcs/CIO | 0 | 1 | 155,208 | 47,916 | 1 | 163,536 | 49,655 |
| Technology Integration Manager | 1 | 0 | - | - | 0 | - | - |
| Information Systems Project Analyst | 0.7 | 0.7 | 92,518 | 37,876 | 0.7 | 97,457 | 38,913 |
| IT Systems Engineer | 1 | 1 | 129,849 | 53,751 | 1 | 137,892 | 55,406 |
| GIS Coordinator | 0.34 | 0.34 | 39,405 | 14,687 | 0.34 | 41,498 | 15,128 |
| Technology Operations Supervisor | 1 | 1 | 115,896 | 51,099 | 1 | 122,052 | 52,396 |
| Systems Administrator | 1 | 1 | 117,636 | 33,004 | 1 | 123,936 | 34,325 |
| Telecommunications Analyst | 0 | 1 | 110,786 | 50,144 | 1 | 121,752 | 52,320 |
| Senior/Info Technology Specialist | 1 | 0 | - | - | 0 | - | - |
| IT Application Support Specialist | 0 | 1 | 84,123 | 26,736 | 1 | 93,540 | 28,597 |
| Extra Labor | | | 37,500 | 7,208 | | 37,500 | 7,265 |
| Department Total | 22.04 | 22.04 | \$ 2,536,960 | \$ 932,896 | 22.04 | \$ 2,706,138 | \$ 967,600 |

DEPARTMENT: Administrative Services (04)
FUND: General
RESPONSIBLE MANAGER: Rachel Bianchi

DIVISION: Administration
FUND NUMBER: 000
POSITION: Deputy City Administrator

Description

The Administrative Services department contains the following divisions: Community Services & Engagement, Human Resources, Technology & Innovation Services, and the City Clerk's Office. The department supports the work of other City departments in these efforts and leads inter-departmental efforts on a variety of special issues and projects, including implementation of the City's Equity Policy.

Budget by Revenue & Expenditure Summary

| <i>Administrative Services - Administration</i> | | | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|-------------|
| | Actual | | | Budget | | | Change | |
| | 2020 | 2021 | Projected 2022 | Adopted 2022 | Proposed 2023 | Proposed 2024 | 2022-2023 | 2023-2024 |
| Grant Revenues | \$ 8,595 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Revenues & Transfers In | 8,595 | - | - | - | - | - | 0.0% | 0.0% |
| Salaries & Wages | 156,234 | 168,600 | 178,104 | 182,996 | 193,260 | 203,952 | 5.6% | 5.5% |
| Benefits | 60,588 | 61,350 | 67,756 | 64,393 | 65,597 | 67,818 | 1.9% | 3.4% |
| Total Expenditures & Transfer Out | \$ 216,822 | \$ 229,950 | \$ 245,860 | \$ 247,389 | \$ 258,857 | \$ 271,770 | 4.6% | 5.0% |

NET BUDGET (258,857) (271,770)

* Net budget equals the division's total revenues plus transfers in, less total expenditures and transfers out.

General Ledger Code Details

Revenues

| | | Actual | | Projected | Budget | | |
|--------------------------|----------------------------|----------|------|-----------|--------|------|------|
| GL Account Code | Account Description | 2020 | 2021 | 2022 | 2022 | 2023 | 2024 |
| Operating Revenues | | | | | | | |
| AS004100-333219 | Dept Of Treasury-Cares Act | \$ 8,595 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Operating Revenues | | 8,595 | - | - | - | - | - |
| Total Revenues | | \$ 8,595 | \$ - | \$ - | \$ - | \$ - | \$ - |

Expenditures

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|--------------------------|--------------------------------|------------|------------|-------------------|------------|------------|------------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004100-511000 | Salaries | \$ 156,234 | \$ 168,600 | \$ 178,104 | \$ 182,996 | \$ 193,260 | \$ 203,952 |
| Total Salaries & Wages | | 156,234 | 168,600 | 178,104 | 182,996 | 193,260 | 203,952 |
| AS004100-521000 | FICA | 10,767 | 11,265 | 13,431 | 13,986 | 14,784 | 15,602 |
| AS004100-523000 | PERS | 20,150 | 19,574 | 18,256 | 17,643 | 20,281 | 21,617 |
| AS004100-524000 | Industrial Insurance | 298 | 517 | 291 | 338 | 344 | 361 |
| AS004100-524050 | Paid Family & Med Leave Prem | 204 | 205 | 327 | 255 | 311 | 326 |
| AS004100-525000 | Medical, Dental, Life, Optical | 1,070 | 1,316 | 700 | 1,421 | 677 | 711 |
| AS004100-525097 | Self-Insured Medical & Dental | 28,099 | 28,472 | 34,751 | 30,750 | 29,201 | 29,201 |
| Total Personnel Benefits | | 60,588 | 61,350 | 67,756 | 64,393 | 65,597 | 67,818 |
| Total Expenditures | | \$ 216,822 | \$ 229,950 | \$ 245,860 | \$ 247,389 | \$ 258,857 | \$ 271,770 |

DEPARTMENT: Administrative Services (04)
FUND: General
RESPONSIBLE MANAGER: TC Croone

DIVISION: Human Resources
FUND NUMBER: 000
POSITION: Deputy Director/Chief
 People Officer

Description

Human Resources provides internal support services in the areas of classification/compensation, benefit administration, labor and employee relations, civil service, recruitment and hiring, performance management, organizational development, training, and professional development.

Budget by Revenue & Expenditure Summary

| Administrative Services - Human Resources | | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|--------------|
| | Actual | | | Budget | | | Change | |
| | 2020 | 2021 | Projected 2022 | Adopted 2022 | Proposed 2023 | Proposed 2024 | 2022-2023 | 2023-2024 |
| Total Revenues & Transfers In | - | - | - | - | - | - | 0.0% | 0.0% |
| Salaries & Wages | 385,216 | 397,605 | 400,000 | 464,954 | 438,398 | 482,196 | -5.7% | 10.0% |
| Benefits | 144,292 | 146,473 | 126,450 | 163,685 | 160,354 | 169,023 | -2.0% | 5.4% |
| Supplies | 7,554 | 5,190 | 2,269 | 6,700 | 6,700 | 6,700 | 0.0% | 0.0% |
| Repair & Maintenance Supplies | - | - | - | 1,000 | 1,000 | 1,000 | 0.0% | 0.0% |
| Small Tools | 1,320 | - | - | - | - | - | 0.0% | 0.0% |
| Technology Supplies | 1,433 | - | - | - | - | - | 0.0% | 0.0% |
| Professional Services | 14,548 | 59,204 | 97,767 | 108,575 | 207,500 | 57,500 | 91.1% | -72.3% |
| Communications | 35,989 | 18,585 | 3,500 | - | 4,150 | 4,150 | 0.0% | 0.0% |
| Professional Development | 22,497 | 68,279 | 39,141 | 2,000 | 55,000 | 55,000 | 2650.0% | 0.0% |
| Advertising | 1,318 | 922 | 600 | 3,500 | - | - | -100.0% | 0.0% |
| Rentals | 11,671 | 7,983 | 610 | 3,500 | 1,000 | 1,000 | -71.4% | 0.0% |
| Technology Services | 61,307 | 23,663 | 30,400 | 13,000 | 31,000 | 31,000 | 138.5% | 0.0% |
| Repairs & Maintenance Services | - | - | - | 7,230 | - | - | -100.0% | 0.0% |
| Other Expenses | 3,512 | (64,040) | - | 750 | - | - | -100.0% | 0.0% |
| Machinery & Equipment | - | 76,184 | 83,000 | 83,000 | 90,000 | 90,000 | 8.4% | 0.0% |
| Total Expenditures & Transfer Out | \$ 690,657 | \$ 740,046 | \$ 783,737 | \$ 857,894 | \$ 995,102 | \$ 897,569 | 16.0% | -9.8% |

NET BUDGET (995,102) (897,569)

* Net budget equals the division's total revenues plus transfers in, less total expenditures and transfers out.

General Ledger Code Details

Expenditures

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|--------------------------|--------------------------------|------------|------------|----------------|------------|------------|------------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004110-511000 | Salaries | \$ 384,756 | \$ 397,605 | \$ 400,000 | \$ 464,954 | \$ 438,398 | \$ 482,196 |
| AS004110-513000 | Overtime | 460 | - | - | - | - | - |
| Total Salaries & Wages | | 385,216 | 397,605 | 400,000 | 464,954 | 438,398 | 482,196 |
| AS004110-521000 | FICA | 27,719 | 28,025 | 25,000 | 35,533 | 33,537 | 36,888 |
| AS004110-523000 | PERS | 48,366 | 40,908 | 32,000 | 44,634 | 46,005 | 51,107 |
| AS004110-524000 | Industrial Insurance | 1,204 | 1,827 | 900 | 1,353 | 1,376 | 1,445 |
| AS004110-524050 | Paid Family & Med Leave Prem | 570 | 572 | 466 | 644 | 704 | 771 |
| AS004110-525000 | Medical, Dental, Life, Optical | 2,638 | 3,337 | 1,121 | 3,604 | 1,622 | 1,703 |
| AS004110-525097 | Self-Insured Medical & Dental | 63,796 | 71,804 | 50,963 | 77,548 | 77,108 | 77,108 |
| AS004110-526000 | Unemployment Compensation | - | - | 16,000 | - | - | - |
| AS004120-524050 | Paid Family & Med Leave Prem | - | - | - | 369 | - | - |
| Total Personnel Benefits | | 144,292 | 146,473 | 126,450 | 163,685 | 160,354 | 169,023 |

Expenses

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|-----------------|--------------------------------|--------|----------|-------------------|--------|---------|--------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004110-531000 | Supplies-General | - | - | - | 5,500 | - | - |
| AS004110-531001 | Office Supplies | 1,475 | 2,703 | 500 | - | 3,000 | 3,000 |
| AS004110-531002 | Printing Supplies | 861 | 730 | 300 | - | 500 | 500 |
| AS004110-531003 | Operating Supplies | 109 | 254 | - | - | 1,000 | 1,000 |
| AS004110-531005 | Meeting Food | 827 | 105 | 100 | - | 1,000 | 1,000 |
| AS004110-532003 | Safety Supplies | - | - | - | 1,000 | 1,000 | 1,000 |
| AS004110-535000 | Small Tool & Minor Equipment | 456 | - | - | - | - | - |
| AS004110-535003 | Office Equipment | 864 | - | - | - | - | - |
| AS004110-536001 | Computer peripherals | 1,433 | - | - | - | - | - |
| AS004120-531000 | Supplies-General | - | - | 300 | 500 | - | - |
| AS004120-531001 | Office Supplies | 1,495 | 22 | 16 | - | 500 | 500 |
| AS004120-531002 | Printing Supplies | 2,170 | - | - | - | - | - |
| AS004120-531003 | Operating Supplies | 28 | 437 | - | - | - | - |
| AS004120-531004 | Event Food | - | - | 330 | - | - | - |
| AS004120-531005 | Meeting Food | 590 | 770 | 723 | 700 | 700 | 700 |
| AS004120-531013 | Training Supplies | - | 170 | - | - | - | - |
| Total Supplies | | 10,307 | 5,190 | 2,269 | 7,700 | 7,700 | 7,700 |
| AS004110-541000 | Professional Services | - | - | 60,000 | 70,000 | - | - |
| AS004110-541004 | Tukwila Scholarships | 475 | - | - | - | - | - |
| AS004110-541006 | Consulting Services | 50 | 19,160 | - | - | 150,000 | - |
| AS004110-541007 | Contracted Services | - | 2,200 | - | - | 2,000 | 2,000 |
| AS004110-541016 | Recruitment | 441 | 299 | 8,000 | 8,000 | 8,000 | 8,000 |
| AS004110-541017 | Security/Safety Svcs | - | - | - | 1,000 | - | - |
| AS004110-541025 | Employee Assistance Prg EAP | 7,843 | 6,402 | 9,075 | 9,075 | 12,500 | 12,500 |
| AS004110-541026 | Employee screening/testing | 18 | 10,152 | 1,000 | - | 5,000 | 5,000 |
| AS004110-542001 | Telephone/Alarm/Cell Service | 487 | 1,337 | 3,000 | - | 3,500 | 3,500 |
| AS004110-542002 | Postage/Shipping Costs | 97 | 100 | 500 | - | 650 | 650 |
| AS004110-542003 | City Wide Internet | 283 | 90 | - | - | - | - |
| AS004110-543001 | Memberships | 1,774 | 66,285 | 37,141 | 1,000 | 47,500 | 47,500 |
| AS004110-543002 | Registrations | (419) | 717 | 1,000 | 1,000 | 2,500 | 2,500 |
| AS004110-543007 | Hotel/Lodging | 204 | - | - | - | - | - |
| AS004110-543999 | Other Prof Dev/Travel Expenses | - | - | - | - | 2,500 | 2,500 |
| AS004110-544000 | Advertising | 1,074 | 922 | - | 3,500 | - | - |
| AS004110-545000 | Operating Rentals & Leases | 41 | 109 | 100 | - | - | - |
| AS004110-545001 | Copier Rental | 2,291 | 2,339 | 500 | 500 | 1,000 | 1,000 |
| AS004110-546001 | Software Maintenance Contract | 45,787 | 19,041 | 13,000 | 13,000 | - | - |
| AS004110-546003 | Web Hosting | - | - | 2,400 | - | - | - |
| AS004110-546004 | Online Services-Subscriptions | 521 | 1,833 | 15,000 | - | 31,000 | 31,000 |
| AS004110-548000 | Repair & Maint Services | - | - | - | 7,230 | - | - |
| AS004110-549000 | Miscellaneous Expenses | - | (65,936) | - | - | - | - |
| AS004110-549005 | Employee Wellness Svcs | 1,995 | 1,640 | - | - | - | - |
| AS004110-549010 | Business Meals (non Prof Dev) | - | 121 | - | - | - | - |
| AS004120-541000 | Professional Services | - | - | - | 20,500 | - | - |
| AS004120-541004 | Tukwila Scholarships | 375 | - | - | - | - | - |
| AS004120-541006 | Consulting Services | - | 359 | - | - | - | - |
| AS004120-541011 | Instructors | 2,500 | - | - | - | - | - |
| AS004120-541012 | Translation & Interpretation | 2,847 | 182 | - | - | - | - |
| AS004120-541016 | Recruitment | - | 15,600 | - | - | - | - |
| AS004120-541026 | Employee screening/testing | - | 4,850 | 19,692 | - | 30,000 | 30,000 |
| AS004120-542000 | Communications | - | (13,571) | - | - | - | - |
| AS004120-542001 | Telephone/Alarm/Cell Service | 12,358 | 10,992 | - | - | - | - |
| AS004120-542003 | City Wide Internet | 314 | - | - | - | - | - |
| AS004120-542004 | Printing & Binding Services | 22,450 | 19,636 | - | - | - | - |
| AS004120-543001 | Memberships | 575 | 1,100 | 1,000 | - | 2,500 | 2,500 |

Expenses

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|-----------------------------------|-------------------------------|------------|------------|-------------------|------------|------------|------------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004120-543002 | Registrations | 19,555 | 25 | - | - | - | - |
| AS004120-543004 | Airfare | 808 | 153 | - | - | - | - |
| AS004120-544000 | Advertising | 38 | - | 600 | - | - | - |
| AS004120-544001 | Legal & Public Notices | 206 | - | - | - | - | - |
| AS004120-545000 | Operating Rentals & Leases | 660 | 63 | 10 | 3,000 | - | - |
| AS004120-545001 | Copier Rental | 6,520 | 3,738 | - | - | - | - |
| AS004120-545004 | Equipment Rental | 2,160 | 1,734 | - | - | - | - |
| AS004120-546001 | Software Maintenance Contract | 1,034 | 1,200 | - | - | - | - |
| AS004120-546003 | Web Hosting | 1,628 | 1,256 | - | - | - | - |
| AS004120-546004 | Online Services-Subscriptions | 12,338 | 332 | - | - | - | - |
| AS004120-549000 | Miscellaneous Expenses | - | - | - | 750 | - | - |
| AS004120-549009 | Media Subscriptions | 239 | 134 | - | - | - | - |
| AS004120-549010 | Business Meals (non Prof Dev) | 1,278 | - | - | - | - | - |
| Total Services & Passthrough Pmts | | 150,843 | 114,595 | 172,018 | 138,555 | 298,650 | 148,650 |
| AS004110C-564000 | Machinery & Equipment | - | - | 83,000 | 83,000 | - | - |
| AS004110C-564003 | Software Implementation | - | 76,184 | - | - | 90,000 | 90,000 |
| Total Capital Expenditures | | - | 76,184 | 83,000 | 83,000 | 90,000 | 90,000 |
| Total Expenditures | | \$ 690,657 | \$ 740,046 | \$ 783,737 | \$ 857,894 | \$ 995,102 | \$ 897,569 |

DEPARTMENT: Administrative Services (04)
FUND: General
RESPONSIBLE MANAGER: Rachel Bianchi

DIVISION: Community Services and Engagement
FUND NUMBER: 000
POSITION: Deputy City Administrator

Description

The mission of Community Services and Engagement is to support the well-being of Tukwila's residents by assisting residents to access human services; funding programs to address prioritized gaps and needs; leveraging community resources and partnerships; and working regionally to generate solutions that contribute to a thriving community. The office also manages a Minor Housing Repair program.

The Division is also responsible for ensuring accurate, timely, and effective communications with Tukwila's residents, businesses, visitors, and employees, as well as the media. The Community Services and Engagement supports every City department to inform stakeholders of key issues and events, and to help find and tell the great stories within the City of Tukwila. Serving a diverse community, the Division ensures a broad use of communication methods and encourages two-way communications and feedback, with the goal of encouraging a true conversation within our community.

Budget by Revenue & Expenditure Summary

| <i>Administrative Services - Community Services & Engagement</i> | | | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------|
| | Actual | | | Budget | | | Change | |
| | 2020 | 2021 | Projected 2022 | Adopted 2022 | Proposed 2023 | Proposed 2024 | 2022-2023 | 2023-2024 |
| Sales Taxes-Retail | 125,366 | 165,247 | 168,000 | 100,000 | 128,000 | 128,000 | 28.0% | 0.0% |
| Grant Revenues | 81,839 | 93,777 | 347,000 | 610,000 | 185,000 | 50,000 | -69.7% | -73.0% |
| Total Revenues & Transfers In | 207,205 | 259,024 | 515,000 | 710,000 | 313,000 | 178,000 | -55.9% | -43.1% |
| Salaries & Wages | 415,033 | 453,126 | 488,163 | 456,646 | 513,996 | 542,328 | 12.6% | 5.5% |
| Benefits | 179,874 | 182,070 | 188,388 | 182,528 | 185,303 | 191,260 | 1.5% | 3.2% |
| Supplies | 24 | 1,336 | 1,105 | 41,188 | 13,000 | 13,000 | -68.4% | 0.0% |
| Technology Supplies | 77 | 55 | 5,725 | - | 3,000 | 3,000 | 0.0% | 0.0% |
| Professional Services | 594,901 | 727,029 | 858,311 | 1,023,970 | 459,970 | 459,970 | -55.1% | 0.0% |
| Communications | - | 13,941 | 18,808 | - | 33,250 | 33,250 | 0.0% | 0.0% |
| Professional Development | (307) | 1,750 | 417 | 5,500 | 5,500 | 5,500 | 0.0% | 0.0% |
| Advertising | - | - | 800 | 5,000 | 25,000 | 25,000 | 400.0% | 0.0% |
| Rentals | - | 3,516 | 5,257 | 4,000 | 10,000 | 10,000 | 150.0% | 0.0% |
| Technology Services | - | 10,955 | 5,561 | 40,000 | 27,000 | 27,000 | -32.5% | 0.0% |
| Repairs & Maintenance Services | - | - | - | 2,000 | - | - | -100.0% | 0.0% |
| Other Expenses | - | 107 | 206,125 | 4,700 | 274,000 | 139,000 | 5729.8% | -49.3% |
| Total Expenditures & Transfer Out | \$ 1,189,603 | \$ 1,393,884 | \$ 1,778,661 | \$ 1,765,532 | \$ 1,550,019 | \$ 1,449,308 | -12.2% | -6.5% |

NET BUDGET (1,237,019) (1,271,308)

* Net budget equals the division's total revenues plus transfers in, less total expenditures and transfers out.

General Ledger Code Details

Revenues

| GL Account Code | Account Description | Actual | | Projected | Budget | | |
|--------------------------|------------------------|------------|------------|------------|------------|------------|------------|
| | | 2020 | 2021 | 2022 | 2022 | 2023 | 2024 |
| Operating Revenues | | | | | | | |
| AS004201-313270 | Affordable Housing Tax | \$ 125,366 | \$ 165,247 | \$ 168,000 | \$ 100,000 | \$ 128,000 | \$ 128,000 |
| AS004201-333215 | Dept of Treasury-ARPA | - | - | 333,000 | 500,000 | 160,000 | 25,000 |
| AS004210-333142 | HUD-Minor Home Rep | 81,839 | 93,777 | 14,000 | 110,000 | 25,000 | 25,000 |
| Total Operating Revenues | | 207,205 | 259,024 | 515,000 | 710,000 | 313,000 | 178,000 |
| | | | | | | | |
| Total Revenues | | \$ 207,205 | \$ 259,024 | \$ 515,000 | \$ 710,000 | \$ 313,000 | \$ 178,000 |

Expenditures

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|--------------------------|--------------------------------|------------|------------|-------------------|------------|------------|------------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004201-511000 | Salaries | \$ 415,033 | \$ 434,526 | \$ 468,163 | \$ 456,646 | \$ 513,996 | \$ 542,328 |
| AS004201-512000 | Extra Labor | - | 18,600 | 20,000 | - | - | - |
| Total Salaries & Wages | | 415,033 | 453,126 | 488,163 | 456,646 | 513,996 | 542,328 |
| AS004201-521000 | FICA | 31,454 | 34,369 | 37,281 | 34,897 | 39,321 | 41,488 |
| AS004201-523000 | PERS | 53,519 | 49,899 | 47,987 | 43,782 | 53,938 | 57,480 |
| AS004201-524000 | Industrial Insurance | 1,538 | 2,510 | 1,451 | 1,692 | 1,720 | 1,806 |
| AS004201-524050 | Paid Family & Med Leave Prem | 586 | 702 | 790 | 263 | 826 | 868 |
| AS004201-525000 | Medical, Dental, Life, Optical | 3,292 | 3,644 | 2,553 | 3,935 | 2,398 | 2,518 |
| AS004201-525097 | Self-Insured Medical & Dental | 89,486 | 90,703 | 98,325 | 97,959 | 87,099 | 87,099 |
| AS004201-528001 | Boot Allowance | - | 243 | - | - | - | - |
| Total Personnel Benefits | | 179,874 | 182,070 | 188,388 | 182,528 | 185,303 | 191,260 |
| AS004201-531000 | Supplies-General | - | - | 66 | 5,500 | - | - |
| AS004201-531001 | Office Supplies | 24 | 530 | 506 | - | 6,000 | 6,000 |
| AS004201-531002 | Printing Supplies | - | 753 | 153 | - | 1,000 | 1,000 |
| AS004201-531003 | Operating Supplies | - | - | - | 25,000 | 6,000 | 6,000 |
| AS004201-531005 | Meeting Food | - | 54 | 330 | 10,688 | - | - |
| AS004201-531013 | Training Supplies | - | - | 50 | - | - | - |
| AS004201-536000 | Technology Supplies | - | - | 5,496 | - | - | - |
| AS004201-536001 | Computer peripherals | 77 | 55 | 229 | - | - | - |
| AS004201-536999 | Other Technology Supplies | - | - | - | - | 3,000 | 3,000 |
| Total Supplies | | 101 | 1,391 | 6,830 | 41,188 | 16,000 | 16,000 |
| AS004201-541000 | Professional Services | - | - | 433,000 | 433,470 | - | - |
| AS004201-541006 | Consulting Services | - | - | - | 500 | - | - |
| AS004201-541007 | Contracted Services | - | - | 1,300 | - | - | - |
| AS004201-541012 | Translation & Interpretation | - | - | 1,011 | - | 7,500 | 7,500 |
| AS004201-541019 | Human Services Contracts | 513,062 | 633,249 | 409,000 | 500,000 | 427,470 | 427,470 |
| AS004201-542000 | Communications | - | 8,556 | 4,010 | - | - | - |
| AS004201-542001 | Telephone/Alarm/Cell Service | - | 5,385 | 2,583 | - | 3,250 | 3,250 |
| AS004201-542002 | Postage/Shipping Costs | - | - | 105 | - | - | - |
| AS004201-542003 | City Wide Internet | - | - | 64 | - | - | - |
| AS004201-542004 | Printing & Binding Services | - | - | 12,046 | - | 30,000 | 30,000 |
| AS004201-543001 | Memberships | - | - | - | 3,000 | 3,000 | 3,000 |
| AS004201-543002 | Registrations | (307) | 1,750 | 417 | 2,000 | 1,000 | 1,000 |
| AS004201-543999 | Other Prof Dev/Travel Expenses | - | - | - | 500 | 1,500 | 1,500 |
| AS004201-544000 | Advertising | - | - | - | 5,000 | - | - |
| AS004201-544002 | Marketing | - | - | 800 | - | 25,000 | 25,000 |
| AS004201-545000 | Operating Rentals & Leases | - | - | 215 | - | - | - |

Expenses

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|-----------------------------------|--------------------------------|--------------|--------------|-------------------|--------------|--------------|--------------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004201-545001 | Copier Rental | - | 2,670 | 5,000 | - | 8,000 | 8,000 |
| AS004201-545004 | Equipment Rental | - | 846 | 42 | 4,000 | 2,000 | 2,000 |
| AS004201-546001 | Software Maintenance Contract | - | 5,585 | - | - | - | - |
| AS004201-546003 | Web Hosting | - | 99 | 780 | 40,000 | 2,000 | 2,000 |
| AS004201-546004 | Online Services-Subscriptions | - | 5,272 | 4,781 | - | 25,000 | 25,000 |
| AS004201-548000 | Repair & Maint Services | - | - | - | 2,000 | - | - |
| AS004201-549000 | Miscellaneous Expenses | - | - | - | 4,700 | - | - |
| AS004201-549010 | Business Meals (non Prof Dev) | - | 107 | - | - | - | - |
| AS004201-549015 | ARPA Rent & Utility Assistance | - | - | 176,541 | - | 135,000 | - |
| AS004201-549016 | 1406 Affordable Housing Funds | - | - | 29,099 | - | 110,000 | 110,000 |
| AS004201-549017 | Utility assistance-City funds | - | - | 485 | - | 6,000 | 6,000 |
| AS004201-549999 | Other Miscellaneous Expenses | - | - | - | - | 23,000 | 23,000 |
| AS004210-541019 | Human Services Contracts | 81,839 | 93,780 | 14,000 | 90,000 | 25,000 | 25,000 |
| Total Services & Passthrough Pmts | | 594,594 | 757,297 | 1,095,280 | 1,085,170 | 834,720 | 699,720 |
| Total Expenditures | | \$ 1,189,603 | \$ 1,393,884 | \$ 1,778,661 | \$ 1,765,532 | \$ 1,550,019 | \$ 1,449,308 |

DEPARTMENT: Administrative Services (04)
FUND: General
RESPONSIBLE MANAGER: Christy O'Flaherty

DIVISION: City Clerk
FUND NUMBER: 000
POSITION: Governance Manager/City Clerk

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.

Budget by Revenue & Expenditure Summary

| Administrative Services - City Clerk | | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------|-------------|
| | Actual | | | Budget | | | Change | |
| | 2020 | 2021 | Projected 2022 | Adopted 2022 | Proposed 2023 | Proposed 2024 | 2022-2023 | 2023-2024 |
| General Government Revenue | \$ 40 | \$ 438 | \$ 34 | \$ 100 | \$ - | \$ - | -100.0% | 0.0% |
| Plan Check and Review fees | 438 | 698 | - | - | - | - | 0.0% | 0.0% |
| Total Revenues & Transfers In | 478 | 1,136 | 34 | 100 | - | - | -100.0% | 0.0% |
| Salaries & Wages | 430,119 | 435,621 | 468,293 | 468,293 | 543,386 | 573,500 | 16.0% | 5.5% |
| Benefits | 192,326 | 191,326 | 203,430 | 195,765 | 205,800 | 212,117 | 5.1% | 3.1% |
| Supplies | 4,881 | 5,849 | 12,566 | 12,308 | 12,308 | 12,308 | 0.0% | 0.0% |
| Repair & Maintenance Supplies | 25 | - | 66 | - | - | - | 0.0% | 0.0% |
| Small Tools | 198 | - | - | - | - | - | 0.0% | 0.0% |
| Technology Supplies | 49 | 260 | - | - | - | - | 0.0% | 0.0% |
| Professional Services | 1,799 | 51,959 | 68,314 | 38,000 | 68,600 | 68,600 | 80.5% | 0.0% |
| Communications | 79,370 | 53,281 | 77,500 | 83,529 | 82,929 | 82,929 | -0.7% | 0.0% |
| Professional Development | 1,430 | 2,113 | 6,030 | 10,000 | 10,200 | 10,200 | 2.0% | 0.0% |
| Advertising | 7,631 | 5,054 | 5,000 | 10,950 | 10,950 | 10,950 | 0.0% | 0.0% |
| Rentals | 14,235 | 11,880 | 9,806 | 10,100 | 10,100 | 10,100 | 0.0% | 0.0% |
| Technology Services | 17,384 | - | 15 | - | 24,710 | 24,710 | 0.0% | 0.0% |
| Repairs & Maintenance Services | 1,918 | 18,217 | 24,700 | 24,710 | - | - | -100.0% | 0.0% |
| Other Expenses | 1,074 | 1,138 | 783 | 1,081 | 1,200 | 1,200 | 11.0% | 0.0% |
| Total Expenditures & Transfer Out | \$ 752,440 | \$ 776,699 | \$ 876,503 | \$ 854,736 | \$ 970,183 | \$ 1,006,614 | 13.5% | 3.8% |

NET BUDGET (970,183) (1,006,614)

* Net budget equals the division's total revenues plus transfers in, less total expenditures and transfers out.

General Ledger Code Details

Revenues

| | | Actual | | Projected | Budget | | |
|--------------------------|------------------------------|--------|----------|-----------|--------|------|------|
| GL Account Code | Account Description | 2020 | 2021 | 2022 | 2022 | 2023 | 2024 |
| Operating Revenues | | | | | | | |
| AS004300-341702 | Sales Of Merchandise | \$ 40 | \$ 438 | \$ 10 | \$ 100 | \$ - | \$ - |
| AS004300-341810 | Other Word Processing svcs | - | - | 24 | - | - | - |
| AS004300-345890 | Other Planning & Development | 438 | 698 | - | - | - | - |
| Total Operating Revenues | | 478 | 1,136 | 34 | 100 | - | - |
| Total Revenues | | \$ 478 | \$ 1,136 | \$ 34 | \$ 100 | \$ - | \$ - |

Expenditures

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|--------------------------|--------------------------------|------------|------------|-------------------|------------|------------|------------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004300-511000 | Salaries | \$ 427,175 | \$ 435,621 | \$ 468,293 | \$ 468,293 | \$ 508,386 | \$ 538,500 |
| AS004300-512000 | Extra Labor | 2,944 | - | - | - | 35,000 | 35,000 |
| Total Salaries & Wages | | 430,119 | 435,621 | 468,293 | 468,293 | 543,386 | 573,500 |
| AS004300-521000 | FICA | 32,398 | 32,816 | 35,788 | 35,788 | 41,569 | 43,873 |
| AS004300-523000 | PERS | 55,347 | 50,450 | 47,419 | 44,976 | 57,022 | 60,784 |
| AS004300-524000 | Industrial Insurance | 1,573 | 2,387 | 1,316 | 1,692 | 1,892 | 1,987 |
| AS004300-524050 | Paid Family & Med Leave Prem | 598 | 686 | 746 | 649 | 873 | 918 |
| AS004300-525000 | Medical, Dental, Life, Optical | 15,093 | 3,705 | 11,006 | 4,002 | 2,256 | 2,368 |
| AS004300-525095 | Kaiser Medical & Dental | - | - | - | - | 9,632 | 9,632 |
| AS004300-525097 | Self-Insured Medical & Dental | 87,317 | 100,609 | 107,137 | 108,658 | 92,555 | 92,555 |
| AS004300-526000 | Unemployment Compensation | - | 673 | 18 | - | - | - |
| Total Personnel Benefits | | 192,326 | 191,326 | 203,430 | 195,765 | 205,800 | 212,117 |
| AS004300-531000 | Supplies-General | - | - | 10,000 | 12,308 | - | - |
| AS004300-531001 | Office Supplies | 2,014 | 3,692 | 497 | - | 12,308 | 12,308 |
| AS004300-531002 | Printing Supplies | 2,629 | 1,856 | 1,601 | - | - | - |
| AS004300-531003 | Operating Supplies | 158 | 301 | 469 | - | - | - |
| AS004300-531004 | Event Food | 20 | - | - | - | - | - |
| AS004300-531005 | Meeting Food | 60 | - | - | - | - | - |
| AS004300-532003 | Safety Supplies | 25 | - | 66 | - | - | - |
| AS004300-535003 | Office Equipment | 198 | - | - | - | - | - |
| AS004300-536001 | Computer peripherals | 49 | 260 | - | - | - | - |
| Total Supplies | | 5,153 | 6,109 | 12,632 | 12,308 | 12,308 | 12,308 |
| AS004300-541000 | Professional Services | - | - | 6,000 | 6,000 | - | - |
| AS004300-541007 | Contracted Services | 625 | 1,050 | 568 | - | 6,600 | 6,600 |
| AS004300-542000 | Communications | 156 | - | - | - | - | - |
| AS004300-542001 | Telephone/Alarm/Cell Service | 468 | 312 | 1,200 | 600 | - | - |
| AS004300-542002 | Postage/Shipping Costs | 66,604 | 40,090 | 60,000 | 66,000 | 66,000 | 66,000 |
| AS004300-542003 | City Wide Internet | 712 | 150 | - | - | - | - |
| AS004300-542004 | Printing & Binding Services | - | 66 | - | 100 | 100 | 100 |
| AS004300-542005 | Microfilming/Imaging | 7,248 | 8,574 | 12,000 | 12,529 | 12,529 | 12,529 |
| AS004300-542006 | Recorded Documents | 4,182 | 4,090 | 4,300 | 4,300 | 4,300 | 4,300 |

Expenses

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|-----------------------------------|--------------------------------|------------|------------|-------------------|------------|------------|--------------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004300-543001 | Memberships | 855 | 1,005 | 2,000 | 2,000 | 2,200 | 2,200 |
| AS004300-543002 | Registrations | 480 | 736 | 4,000 | 4,000 | 4,000 | 4,000 |
| AS004300-543006 | Certifications & Licenses | 95 | 372 | 30 | - | - | - |
| AS004300-543999 | Other Prof Dev/Travel Expenses | - | - | - | 4,000 | 4,000 | 4,000 |
| AS004300-544001 | Legal & Public Notices | 7,631 | 5,054 | 5,000 | 10,950 | 10,950 | 10,950 |
| AS004300-545000 | Operating Rentals & Leases | 30 | 1,966 | 6,000 | - | - | - |
| AS004300-545001 | Copier Rental | 4,234 | 4,185 | 3,806 | - | - | - |
| AS004300-545004 | Equipment Rental | 9,972 | 5,729 | - | - | - | - |
| AS004300-545999 | Operating Rentals & Leases | - | - | - | 10,100 | 10,100 | 10,100 |
| AS004300-546001 | Software Maintenance Contract | 17,384 | - | - | - | 24,710 | 24,710 |
| AS004300-546004 | Online Services-Subscriptions | - | - | 15 | - | - | - |
| AS004300-548000 | Repair & Maint Services | - | 15,958 | 24,700 | 24,710 | - | - |
| AS004300-548005 | Tree/Landscape Maintenance | 1,918 | 2,259 | - | - | - | - |
| AS004300-549000 | Miscellaneous Expenses | - | - | 200 | 200 | - | - |
| AS004300-549002 | Credit Card Fees | 1,074 | 1,138 | 583 | 881 | 1,200 | 1,200 |
| AS004900-541021 | Election Costs | 1,174 | 50,909 | 61,746 | 32,000 | 62,000 | 62,000 |
| Total Services & Passthrough Pmts | | 124,842 | 143,643 | 192,148 | 178,370 | 208,689 | 208,689 |
| Total Expenditures | | \$ 752,440 | \$ 776,699 | \$ 876,503 | \$ 854,736 | \$ 970,183 | \$ 1,006,614 |

DEPARTMENT: Administrative Services (04)
FUND: General
RESPONSIBLE MANAGER: Joel Bush

DIVISION: Technology and Innovation Services (TIS)
FUND NUMBER: 000
POSITION: Chief Information Officer

Description

The Technology and Innovation Services (TIS) Department provides support for the City's information and communication 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 TIS 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.

Expenditure & Revenue Summary

| Administrative Services - Technology & Innovation Services (TIS) | | | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|-------------|
| | Actual | | | Budget | | | Change | |
| | 2020 | 2021 | Projected 2022 | Adopted 2022 | Proposed 2023 | Proposed 2024 | Budget 2022-2023 | 2023-2024 |
| Grant Revenues | \$ 35,641 | \$ 35,193 | \$ 40,670 | \$ 225,000 | \$ 25,000 | \$ 25,000 | -88.9% | 0.0% |
| Total Revenues & Transfers In | 35,641 | 35,193 | 40,670 | 225,000 | 25,000 | 25,000 | -88.9% | 0.0% |
| Salaries & Wages | 888,902 | 824,143 | 888,682 | 888,682 | 847,920 | 904,162 | -4.6% | 6.6% |
| Benefits | 365,223 | 332,224 | 340,630 | 340,630 | 315,842 | 327,382 | -7.3% | 3.7% |
| Supplies | 3,670 | 12,683 | 23,898 | 8,133 | 10,900 | 10,900 | 34.0% | 0.0% |
| Repair & Maintenance Supplies | 78 | - | - | - | - | - | 0.0% | 0.0% |
| Small Tools | 20,095 | - | 632 | - | - | - | 0.0% | 0.0% |
| Technology Supplies | 22,495 | 38,193 | 1,660 | 10,000 | 73,000 | 73,000 | 630.0% | 0.0% |
| Professional Services | 900 | 13,802 | 331,090 | 332,607 | 25,000 | 31,000 | -92.5% | 24.0% |
| Communications | 138,033 | 140,569 | 212,172 | 150,000 | 118,644 | 118,644 | -20.9% | 0.0% |
| Professional Development | 153,843 | (27) | 10,030 | - | 7,600 | 7,600 | 0.0% | 0.0% |
| Rentals | 143,646 | 144,568 | 156,486 | 150,000 | 147,280 | 147,280 | -1.8% | 0.0% |
| Technology Services | 157,250 | 330,492 | 138,647 | 25,000 | 343,250 | 343,250 | 1273.0% | 0.0% |
| Repairs & Maintenance Services | 2,232 | 3,973 | 9,464 | 9,464 | 7,597 | 7,844 | -19.7% | 3.3% |
| Other Expenses | 37 | - | 23,700 | 23,700 | 500 | 500 | -97.9% | 0.0% |
| Machinery & Equipment | - | 23,116 | - | 200,000 | - | - | -100.0% | 0.0% |
| Total Expenditures & Transfer Out | \$ 1,896,405 | \$ 1,863,736 | \$ 2,137,091 | \$ 2,138,216 | \$ 1,897,534 | \$ 1,971,562 | -11.3% | 3.9% |

NET BUDGET (1,872,534) (1,946,562)

* Net budget equals the division's total revenues plus transfers in, less total expenditures and transfers out.

General Ledger Code Details

Revenues

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|--------------------------|----------------------------|-----------|-----------|-------------------|------------|-----------|-----------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| Operating Revenues | | | | | | | |
| AS004012-333215 | Dept of Treasury-ARPA | \$ - | \$ 35,193 | \$ 40,670 | \$ 225,000 | \$ 25,000 | \$ 25,000 |
| AS004012-333219 | Dept Of Treasury-Cares Act | 35,641 | - | - | - | - | - |
| Total Operating Revenues | | 35,641 | 35,193 | 40,670 | 225,000 | 25,000 | 25,000 |
| | | | | | | | |
| Total Revenues | | \$ 35,641 | \$ 35,193 | \$ 40,670 | \$ 225,000 | \$ 25,000 | \$ 25,000 |

Expenditures

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|-----------------------------------|--------------------------------|--------------|--------------|-------------------|--------------|--------------|--------------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004012-511000 | Salaries | \$ 880,154 | \$ 816,354 | \$ 886,182 | \$ 886,182 | \$ 845,420 | \$ 901,662 |
| AS004012-512000 | Extra Labor | 6,055 | 7,790 | 2,500 | 2,500 | 2,500 | 2,500 |
| AS004012-513000 | Overtime | 2,694 | - | - | - | - | - |
| Total Salaries & Wages | | 888,902 | 824,143 | 888,682 | 888,682 | 847,920 | 904,162 |
| AS004012-521000 | FICA | 64,541 | 62,328 | 67,915 | 67,915 | 64,866 | 69,168 |
| AS004012-523000 | PERS | 109,052 | 94,735 | 85,360 | 85,360 | 88,980 | 95,831 |
| AS004012-524000 | Industrial Insurance | 2,469 | 3,831 | 2,409 | 2,409 | 2,594 | 2,724 |
| AS004012-524050 | Paid Family & Med Leave Prem | 1,256 | 1,225 | 1,233 | 1,233 | 1,362 | 1,447 |
| AS004012-525000 | Medical, Dental, Life, Optical | 6,181 | 6,474 | 6,991 | 6,991 | 3,437 | 3,609 |
| AS004012-525097 | Self-Insured Medical & Dental | 178,250 | 163,631 | 176,722 | 176,722 | 154,603 | 154,603 |
| AS004012-526000 | Unemployment Compensation | 3,474 | - | - | - | - | - |
| Total Personnel Benefits | | 365,223 | 332,224 | 340,630 | 340,630 | 315,842 | 327,382 |
| AS004012-531000 | Supplies-General | - | - | 8,133 | 8,133 | - | - |
| AS004012-531001 | Office Supplies | 76 | 62 | 359 | - | 600 | 600 |
| AS004012-531002 | Printing Supplies | (125) | 568 | 1,234 | - | 300 | 300 |
| AS004012-531003 | Operating Supplies | 3,719 | 12,054 | 14,172 | - | 10,000 | 10,000 |
| AS004012-532003 | Safety Supplies | 33 | - | - | - | - | - |
| AS004012-532007 | Cleaning & Janitorial Supplies | 45 | - | - | - | - | - |
| AS004012-535000 | Small Tool & Minor Equipment | 660 | - | - | - | - | - |
| AS004012-535001 | Equipment | - | - | 595 | - | - | - |
| AS004012-535003 | Office Equipment | 19,435 | - | 38 | - | - | - |
| AS004012-536000 | Technology Supplies | 20,502 | - | - | - | - | - |
| AS004012-536001 | Computer peripherals | 1,993 | 32,774 | 1,453 | 10,000 | 3,000 | 3,000 |
| AS004012-536003 | Network Equipment | - | 5,419 | 207 | - | 50,000 | 50,000 |
| AS004012-536999 | Other Technology Supplies | - | - | - | - | 20,000 | 20,000 |
| Total Supplies | | 46,338 | 50,877 | 26,190 | 18,133 | 83,900 | 83,900 |
| AS004012-541000 | Professional Services | - | - | 330,000 | 332,607 | - | - |
| AS004012-541006 | Consulting Services | - | 2,925 | - | - | - | - |
| AS004012-541007 | Contracted Services | 900 | 10,461 | 1,090 | - | 25,000 | 31,000 |
| AS004012-541012 | Translation & Interpretation | - | 416 | - | - | - | - |
| AS004012-542000 | Communications | 7,669 | (63,126) | 150,000 | 150,000 | - | - |
| AS004012-542001 | Telephone/Alarm/Cell Service | 74,967 | 161,017 | 34,806 | - | 74,800 | 74,800 |
| AS004012-542002 | Postage/Shipping Costs | 242 | 26 | 9 | - | - | - |
| AS004012-542003 | City Wide Internet | 55,155 | 42,652 | 27,357 | - | 43,844 | 43,844 |
| AS004012-543001 | Memberships | 153,308 | 158 | 5,355 | - | 2,600 | 2,600 |
| AS004012-543002 | Registrations | 245 | (185) | 2,852 | - | 2,500 | 2,500 |
| AS004012-543004 | Airfare | 291 | - | 161 | - | 2,500 | 2,500 |
| AS004012-543007 | Hotel/Lodging | - | - | 1,617 | - | - | - |
| AS004012-543008 | Ground Transp/Parking | - | - | 44 | - | - | - |
| AS004012-545000 | Operating Rentals & Leases | (338) | 284 | 1,004 | - | - | - |
| AS004012-545001 | Copier Rental | 2,120 | 2,376 | 5,482 | - | 1,740 | 1,740 |
| AS004012-545004 | Equipment Rental | 141,864 | 141,908 | 150,000 | 150,000 | 145,540 | 145,540 |
| AS004012-546001 | Software Maintenance Contract | 156,096 | 328,769 | 25,000 | 25,000 | 12,500 | 12,500 |
| AS004012-546003 | Web Hosting | 335 | 340 | - | - | - | - |
| AS004012-546004 | Online Services-Subscriptions | 820 | 1,383 | 113,647 | - | 330,750 | 330,750 |
| AS004012-548095 | Fleet Oper and Maint costs | 2,232 | 3,973 | 9,464 | 9,464 | 7,597 | 7,844 |
| AS004012-549000 | Miscellaneous Expenses | 1 | - | 23,700 | 23,700 | - | - |
| AS004012-549010 | Business Meals (non Prof Dev) | 36 | - | - | - | - | - |
| AS004012-549999 | Other Miscellaneous Expenses | - | - | - | - | 500 | 500 |
| Total Services & Passthrough Pmts | | 595,941 | 633,376 | 881,589 | 690,771 | 649,871 | 656,118 |
| AS004012C-564000 | Machinery & Equipment | - | 23,116 | - | 200,000 | - | - |
| Total Capital Expenditures | | - | 23,116 | - | 200,000 | - | - |
| Total Expenditures | | \$ 1,896,405 | \$ 1,863,736 | \$ 2,137,091 | \$ 2,138,216 | \$ 1,897,534 | \$ 1,971,562 |

DEPARTMENT: Administrative Services (04)
FUND: General
RESPONSIBLE MANAGER: Rachel Bianchi

DIVISION: Equity & Social Justice Commission
FUND NUMBER: 000
POSITION: Deputy City Administrator

Description

The City of Tukwila 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.
- ◆ Bring the community together for the purpose of making them feel welcome and part of the community.

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

Expenditure Summary

| Administrative Services - Equity & Social Justice Commission | | | | | | | | |
|--|----------|----------|----------------|--------------|---------------|---------------|-----------|-----------|
| | Actual | | | Budget | | | Change | |
| | 2020 | 2021 | Projected 2022 | Adopted 2022 | Proposed 2023 | Proposed 2024 | 2022-2023 | 2023-2024 |
| Total Revenues & Transfers In | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Supplies | - | - | 226 | 400 | 1,000 | 1,000 | 150.0% | 0.0% |
| Professional Development | - | 2,800 | - | 4,000 | - | - | -100.0% | 0.0% |
| Other Expenses | 4,700 | - | 100 | 400 | 3,800 | 3,800 | 850.0% | 0.0% |
| Total Expenditures & Transfer Out | \$ 4,700 | \$ 2,800 | \$ 326 | \$ 4,800 | \$ 4,800 | \$ 4,800 | 0.0% | 0.0% |

NET BUDGET (4,800) (4,800)

* Net budget equals the division's total revenues plus transfers in, less total expenditures and transfers out.

General Ledger Code Details

Expenditures

| GL Account Code | Account Description | Actual | | Projected 2022 | Budget | | |
|--|------------------------------|----------|----------|----------------|----------|----------|----------|
| | | 2020 | 2021 | | 2022 | 2023 | 2024 |
| AS004203-531000 | Supplies-General | \$ - | \$ - | \$ - | \$ 60 | \$ - | \$ - |
| AS004203-531003 | Operating Supplies | - | - | 50 | 340 | 1,000 | 1,000 |
| AS004203-531004 | Event Food | - | - | 176 | - | - | - |
| Total Supplies | | - | - | 226 | 400 | 1,000 | 1,000 |
| AS004203-543002 | Registrations | - | 2,800 | - | 4,000 | - | - |
| AS004203-549000 | Miscellaneous Expenses | 4,700 | - | 100 | 400 | - | - |
| AS004203-549999 | Other Miscellaneous Expenses | - | - | - | - | 3,800 | 3,800 |
| Total Services & Passthrough Pmts | | 4,700 | 2,800 | 100 | 4,400 | 3,800 | 3,800 |
| Total Expenditures | | \$ 4,700 | \$ 2,800 | \$ 326 | \$ 4,800 | \$ 4,800 | \$ 4,800 |