

# COUNCIL AGENDA SYNOPSIS



-----Initials-----			
Meeting Date	Prepared by	Mayor's review	Council review
<b>10/22/18</b>	<b>JF</b>	<i>[Signature]</i>	<i>[Signature]</i>

<b>ITEM NO.</b>  <b>4.H.</b>
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## ITEM INFORMATION

	STAFF SPONSOR: <b>JEFF FRIEND</b>	ORIGINAL AGENDA DATE: <b>10/22/18</b>
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AGENDA ITEM TITLE     **Review Debt Service and Dept. 20 (Transfers) 2019-2020 Proposed Budget**

CATEGORY	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Motion	<input type="checkbox"/> Resolution	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Other
	<i>Mtg Date 10/22/18</i>	<i>Mtg Date</i>	<i>Mtg Date</i>	<i>Mtg Date</i>	<i>Mtg Date</i>	<i>Mtg Date</i>	<i>Mtg Date</i>

SPONSOR     Council    Mayor    HR    DCD    Finance    Fire    TS    P&R    Police    PW    Court

SPONSOR'S SUMMARY     **Council is being asked to review the Debt Service and Dept 20 2019-2020 proposed budget. If no changes are requested, Council concensus will be requested to move the Debt Service and Dept. 20 2019-2020 proposed budget to the final budget package for approval in November.**

REVIEWED BY	<input type="checkbox"/> C.O.W. Mtg.	<input type="checkbox"/> CDN Comm	<input type="checkbox"/> Finance Comm.	<input type="checkbox"/> Public Safety Comm.
	<input checked="" type="checkbox"/> Trans & Infrastructure	<input type="checkbox"/> Arts Comm.	<input type="checkbox"/> Parks Comm.	<input type="checkbox"/> Planning Comm.
	DATE: <b>10/8/18</b>		COMMITTEE CHAIR: <b>MCLEOD</b>	

**RECOMMENDATIONS:**  
 SPONSOR/ADMIN. **Finance**  
 COMMITTEE **Unanimous Approval; Forward to Committee of the Whole**

### COST IMPACT / FUND SOURCE

EXPENDITURE REQUIRED	AMOUNT BUDGETED	APPROPRIATION REQUIRED
\$	\$	\$

Fund Source:  
 Comments:

MTG. DATE	RECORD OF COUNCIL ACTION

MTG. DATE	ATTACHMENTS
<b>10/22/18</b>	<b>Informational Memorandum dated 10/2/18</b>
	<b>Debt Service 2019-2020 Proposed Budget</b>
	<b>Dept. 20 2019-2020 Proposed Budget</b>
	<b>Minutes from the T&amp;I Meeting of 10/8/18</b>





INFORMATIONAL MEMORANDUM

TO: Transportation and Infrastructure Committee
FROM: Peggy McCarthy, Finance Director
BY: Vicky Carlsen, Deputy Finance Director
CC: Mayor Ekberg
DATE: October 5, 2018
SUBJECT: Department 20 (Transfers Out) and Debt Service 2019-2020 Proposed Budgets

ISSUE

As provided for in the budget process approved by the Finance Committee, Council Committees will be reviewing budget sections prior to review by the full Council. Department 20 (transfers out) and debt service fund sections of the budget are ready for review by the Transportation and Infrastructure Committee.

BACKGROUND

Department 20 accounts for transfers from the general fund into various other funds, including capital project funds and debt service funds. Debt service funds account for the payment of principal and interest on outstanding debt.

DISCUSSION

Department 20

Total proposed transfers out are summarized as follows:

Table with 3 columns: Category, 2019, 2020. Rows include Capital Projects Funds, Debt Service, Golf Course, Contingency, and Total.

Debt Service

Debt service provides for the payment of principal and interest for existing debt as well as proposed debt. Proposed debt service for a \$25 million issue in 2019 for the Public Safety Plan and the remaining voter approved bonds are included in the budget. Details on debt service is included in the budget document.

RECOMMENDATION

Staff recommends that the Transportation and Infrastructure Committee forward these sections of the budget on to the Committee of the Whole for review. If there are no recommended changes, Council consensus will be requested to move this departmental budget forward to the final budget package in November.

ATTACHMENTS

Draft Department 20 and Debt Service Funds 2019-2020 Proposed Budgets





DEPARTMENT: N/A  
FUND: Various Debt Service  
RESPONSIBLE MANAGER: Peggy McCarthy

FUND NUMBER: 2XX  
POSITION: Finance Director

### Description

The funds in this section record the payment of principal and interest for the City's outstanding limited tax general obligation bonds.

### 2017-2018 Accomplishments

- ◆ Issued \$8.2 million bonds for 42<sup>nd</sup> Street and 53<sup>rd</sup> Street Sidewalk projects. **Strategic Goal 4.**
- ◆ Refunded line of credit of \$2.25 million. New debt can be repaid without penalty prior to final maturity date. **Strategic Goal 4.**
- ◆ Issued \$20 million LTGO bonds for property purchases for the Public Works shops. **Strategic Goal 4.**

### 2019-2020 Outcome Goals

- ◆ Issue \$25 million bonds for the Public Safety Plan. Proceeds will be used to pay for construction of a Justice Center, rebuild two fire stations, and provide for tenant improvements for Public Works Shops. **Strategic Goal 4.**
- ◆ Issue taxpayer approved bonds for public safety purposes. Bond sales are structured to align with project cost timelines. **Strategic Goal 4.**

## DEBT SERVICE SUMMARY

### Existing Debt

Limited Tax GO Refunding Bonds, 2008: Build a City Hall annex (6300 building) and pay for economic revitalization projects.

SCORE Limited Tax, GO Bonds, 2009: Pay for portion of the construction costs of SCORE jail, a correctional facility, in partnership with six other cities.

Limited Tax GO Bonds, 2010: Construction and realignment of Southcenter Parkway in the Tukwila South Annexation area and to purchase emergency preparedness capital and other equipment.

Limited Tax GO Bonds, 2011: Arterial street program.

Limited Tax GO Bonds, 2013: Proceeds loaned to Tukwila Metropolitan Park District (TMPD) to pay for improvements to Tukwila Pool. Debt is being paid back by the TMPD.

Limited Tax GO Bonds, 2014: Property purchased in the City's Tukwila Redevelopment (Urban Renewal) area.

Limited Tax GO Bonds, 2015: Funding for Interurban Avenue South and Boeing Access Road Bridge projects. Interurban Avenue South consisted of designing and constructing sidewalks, pavement restoration, as well as drainage and lighting work. Boeing Access Road Bridge project rehabilitated the existing bridge with a 340' long concrete or steel bridge structure.

Limited Tax GO Bonds, 2017: Funding for 42<sup>nd</sup> Street and 53<sup>rd</sup> Street Sidewalk projects.

Limited Tax GO Refunding Bonds, 2017: Funds used to purchase property in the City's Urban Renewal area.

Limited Tax GO Bonds, 2018: Funding to purchase land for the Public Works Shops facility. This debt is part of the Public Safety Plan.

### Planned Debt

Public Works Shop facility: Design and construct a new Public Works shops facility. Bond for the current biennium is to purchase land and begin design. Estimated bond proceeds are \$7.5 million for land and tenant improvements to existing structure.

Public Safety Plan: Design and construct a Justice Center that would accommodate the Tukwila Police Department, Municipal Court and Emergency Operations Center. Additionally, the bonds would rebuild two fire stations and provide fire department equipment for 10 years. Estimated bond proceeds are \$17.5 million LTGO and \$40.7 million in UTGO proceeds.

## LTGO Debt - Revenue and Expenditure Summary

<i>Limited General Obligation Debt Service Funds - Combined</i>								
	Actual			Budget			Percent Change	
	2016	2017	Projected	2018	2019	2020	2018-19	2019-20
			2018					
Revenue								
Build America Bonds Tax Credit Capital Contribution - SCORE	\$ 62,091	\$ 57,504	\$ 56,053	\$ 56,053	\$ 49,807	\$ 43,113	-11.14%	-13.44%
Debt Proceeds - Refinance LOC	-	2,276,000	-	-	-	-	0.00%	0.00%
Total Miscellaneous Revenue	62,091	2,333,504	56,053	484,341	477,676	469,771	-1.38%	-1.65%
Transfers In - General Fund	2,874,831	2,773,452	3,378,914	5,848,580	4,033,861	3,587,190	-31.03%	-11.07%
Transfers In - Utility Funds	-	-	119,513	246,000	467,725	533,350	90.13%	14.03%
<b>Total Revenue</b>	<b>2,936,922</b>	<b>5,106,956</b>	<b>3,554,480</b>	<b>6,578,921</b>	<b>4,979,262</b>	<b>4,590,311</b>	<b>-24.31%</b>	<b>-7.81%</b>
Expenditures								
Principal/Early Retirement of Debt Interest	1,932,782	4,241,428	2,606,222	4,755,397	2,578,697	1,844,647	-45.77%	-28.47%
Total Debt Service Funds	2,745,321	5,113,716	3,554,479	6,578,921	4,979,263	4,589,893	-24.31%	-7.82%
<b>Total Expenditures</b>	<b>2,745,321</b>	<b>5,113,716</b>	<b>3,554,479</b>	<b>6,578,921</b>	<b>4,979,263</b>	<b>4,589,893</b>	<b>-24.31%</b>	<b>-7.82%</b>
Beginning Fund Balance	203,023	394,625	387,865	5,000	387,866	387,865	7657.32%	0.00%
Change in Fund Balance	191,602	(6,760)	1	-	(1)	418	0.00%	41900.00%
<b>Ending Fund Balance</b>	<b>\$ 394,625</b>	<b>\$ 387,865</b>	<b>\$ 387,866</b>	<b>\$ 5,000</b>	<b>\$ 387,865</b>	<b>\$ 388,283</b>	<b>7657.30%</b>	<b>0.11%</b>

## UTGO Debt - Revenue and Expenditure Summary

<i>Unlimited General Obligation Debt Service Funds - Combined</i>								
	Actual			Budget			Percent Change	
	2016	2017	Projected	2018	2019	2020	2018-19	2019-20
			2018					
Revenue								
Property Taxes	\$ -	\$ 2,674,622	\$ 2,750,879	\$ 2,681,000	\$ 2,841,675	\$ 3,713,175	5.99%	30.67%
Total Miscellaneous Revenue	-	2,674,622	2,750,879	2,681,000	2,841,675	3,713,175	5.99%	30.67%
<b>Total Revenue</b>	<b>-</b>	<b>2,674,622</b>	<b>2,750,879</b>	<b>2,681,000</b>	<b>2,841,675</b>	<b>3,713,175</b>	<b>5.99%</b>	<b>30.67%</b>
Expenditures								
Principal/Early Retirement of Debt Interest	-	1,115,000	1,240,000	681,000	1,370,000	1,310,000	101.17%	-4.38%
Total Debt Service Funds	-	1,496,709	1,533,675	2,000,000	1,471,675	2,403,175	-26.42%	63.30%
<b>Total Expenditures</b>	<b>-</b>	<b>2,611,709</b>	<b>2,773,675</b>	<b>2,681,000</b>	<b>2,841,675</b>	<b>3,713,175</b>	<b>5.99%</b>	<b>30.67%</b>
Beginning Fund Balance	-	-	62,913	-	40,117	40,117	0.00%	0.00%
Change in Fund Balance	-	62,913	(22,796)	-	-	-	0.00%	0.00%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 62,913</b>	<b>\$ 40,117</b>	<b>\$ -</b>	<b>\$ 40,117</b>	<b>\$ 40,117</b>	<b>0.00%</b>	<b>0.00%</b>

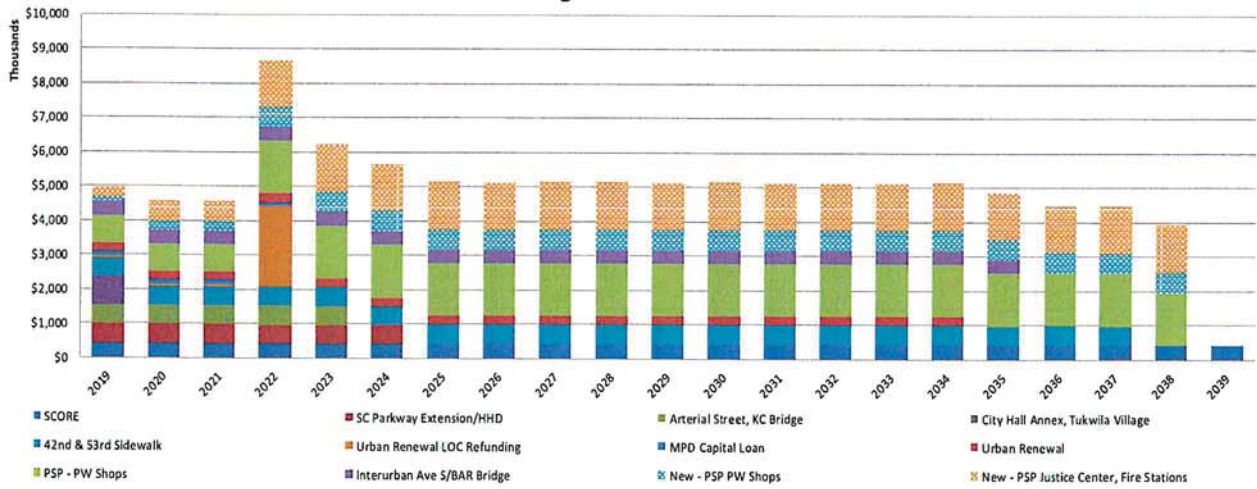


## Local Improvement District & Guaranty Fund - Revenue and Expenditure Summary

<i>Local Improvement District #33 Debt Service Funds - Combined</i>								
	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Revenue								
Miscellaneous	\$ 886	\$ 1,511	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
LID Assessments	542,180	478,838	408,593	408,593	445,000	445,000	8.91%	0.00%
LID Assessment Interest	267,932	240,790	286,748	271,440	243,937	223,913	-10.13%	-8.21%
<b>Total LID Assessments Receipts</b>	<b>810,999</b>	<b>721,139</b>	<b>695,341</b>	<b>680,033</b>	<b>688,937</b>	<b>668,913</b>	<b>1.31%</b>	<b>-2.91%</b>
LID Bond Proceeds	-	-	-	-	-	-	0.00%	0.00%
<b>Total Revenue</b>	<b>810,999</b>	<b>721,139</b>	<b>695,341</b>	<b>680,033</b>	<b>688,937</b>	<b>668,913</b>	<b>1.31%</b>	<b>-2.91%</b>
Expenditures								
Principal	670,000	607,500	485,000	645,000	445,000	445,000	-31.01%	0.00%
Interest	281,044	259,939	239,588	257,655	243,637	223,613	-5.44%	-8.22%
<b>Total Debt Service Funds</b>	<b>951,044</b>	<b>867,439</b>	<b>724,588</b>	<b>902,655</b>	<b>688,637</b>	<b>668,613</b>	<b>-23.71%</b>	<b>-2.91%</b>
Transfers Among Debt Service Funds	-	-	-	-	-	-	0.00%	0.00%
<b>Total Expenditures</b>	<b>951,044</b>	<b>867,439</b>	<b>724,588</b>	<b>902,655</b>	<b>688,637</b>	<b>668,613</b>	<b>-23.71%</b>	<b>-2.91%</b>
Beginning Fund Balance	1,707,915	1,567,870	1,421,570	1,489,356	1,392,323	1,392,623	-6.52%	0.02%
Change in Fund Balance	(140,045)	(146,300)	(29,247)	(222,622)	300	300	-100.13%	0.00%
<b>Ending Fund Balance</b>	<b>\$ 1,567,870</b>	<b>\$ 1,421,570</b>	<b>\$ 1,392,323</b>	<b>\$ 1,266,734</b>	<b>\$ 1,392,623</b>	<b>\$ 1,392,923</b>	<b>9.94%</b>	<b>0.02%</b>

This chart represents the general obligation debt service of the City. It includes debt being repaid with general fund revenue as well as debt that is being repaid from other sources. The City receives funds from the Tukwila Metropolitan Park District to repay the MPD capital loan, funds to repay the urban renewal LOC (line of credit) are proceeds from land sales. Since 2015, SCORE bonds have been paid directly by SCORE jail.

City of Tukwila  
General Obligation Bond Debt Service



PW Shops Debt: 1/2 paid by general fund, 1/2 paid by utility funds



The chart below reflects the existing general obligation debt service of the City as well as planned debt. Debt service includes both principal and interest requirements.

**Schedule of Budgeted General Obligation Long-Term Debt**

	Fund 212 LTGO Bonds, 2009	Fund 214 LTGO 2010	Fund 217 LTGO Refunding, 2011	Fund 211 LTGO Refunding, 2008	Fund 200 LTGO, 2017	Fund 200 LTGO, 2017 Refunded LOC	Fund 218 LTGO, 2013	Fund 200 LTGO, 2014	Fund 208 LTGO, 2018	Fund 200 LTGO, 2015	New Debt - PSP PW Shops	New Debt - PSP Fire Stations, Justice Center	
	\$6,898,800 Original Issue	\$5,870,000 Original Issue	\$4,620,000 Original Issue	\$6,180,000 Original Issue	\$8,180,000 Original Issue	\$2,276,000 Original Issue	\$1,000,000 Original Issue	\$3,850,000 Original Issue	\$18,365,000 Original Issue	\$5,825,000 Original Issue	\$7,500,000 Planned Issue	\$17,500,000 Planned Issue	
	SCORE	SC Parkway Extension/HH D	Arterial Street, KC Bridge	City Hall Annex, Tukwila Village	42nd & 53rd Sidewalk	Urban Renewal LOC Refunding	MPD Capital Loan	Urban Renewal	PSP - PW Shops	Interurban Ave S/BAR Bridge	New - PSP PW Shops	New - PSP Justice Center, Fire Stations	Total Existing and Planned General Obligation Debt
2019	\$ 427,973	\$ 567,307	\$ 548,700	\$ 810,900	\$ 557,700	\$ 59,176	\$ 113,130	\$ 260,455	\$ 804,200	\$ 392,325	\$ 131,250	\$ 306,250	\$ 4,979,366
2020	427,869	558,182	545,300	-	558,250	59,176	113,130	260,290	804,200	390,125	262,500	612,500	4,591,522
2021	426,239	552,520	546,300	-	553,500	63,728	113,130	260,074	804,200	387,775	262,500	612,500	4,582,465
2022	427,532	543,175	551,500	-	553,600	2,344,280	113,115	260,589	1,534,200	390,275	592,823	1,383,255	8,694,344
2023	427,379	533,018	545,900	-	558,400	-	-	260,159	1,532,700	392,475	592,823	1,383,255	6,226,109
2024	426,885	527,050	-	-	557,750	-	-	259,871	1,534,450	389,375	592,823	1,383,255	5,671,459
2025	426,356	-	-	-	556,800	-	-	260,783	1,534,200	391,125	592,823	1,383,255	5,145,342
2026	426,130	-	-	-	555,550	-	-	260,169	1,531,950	387,575	592,823	1,383,255	5,137,452
2027	425,896	-	-	-	554,000	-	-	260,412	1,532,700	391,050	592,823	1,383,255	5,140,135
2028	425,636	-	-	-	557,150	-	-	260,484	1,531,200	392,050	592,823	1,383,255	5,142,598
2029	425,335	-	-	-	554,850	-	-	260,385	1,532,450	387,750	592,823	1,383,255	5,136,847
2030	424,791	-	-	-	557,250	-	-	260,115	1,536,200	388,300	592,823	1,383,255	5,142,733
2031	424,762	-	-	-	554,200	-	-	260,674	1,533,000	388,550	592,823	1,383,255	5,137,264
2032	424,201	-	-	-	555,850	-	-	260,033	1,533,200	388,500	592,823	1,383,255	5,137,862
2033	423,889	-	-	-	557,050	-	-	260,222	1,531,600	388,150	592,823	1,383,255	5,136,989
2034	423,792	-	-	-	557,800	-	-	260,211	1,533,200	392,500	592,823	1,383,255	5,143,581
2035	423,485	-	-	-	551,875	-	-	-	1,532,800	391,400	592,823	1,383,255	4,875,638
2036	422,950	-	-	-	555,625	-	-	-	1,535,400	-	592,823	1,383,255	4,490,053
2037	422,561	-	-	-	553,725	-	-	-	1,535,800	-	592,823	1,383,255	4,488,164
2038	422,284	-	-	-	-	-	-	-	1,534,000	-	592,823	1,383,255	3,932,362
2039	422,085	-	-	-	-	-	-	-	-	-	-	-	422,085
Totals	\$ 8,928,030	\$ 3,281,251	\$ 2,737,700	\$ 810,900	\$ 10,560,925	\$ 2,526,360	\$ 452,505	\$ 4,164,922	\$ 28,481,650	\$ 6,629,300	\$ 10,734,241	\$ 25,046,585	\$104,354,370

## Expenditure Detail – Other

<b>Debt Service</b>						
<b>Account Number</b>	<b>Actual</b>		<b>Projected 2018</b>	<b>Budget</b>		
	<b>2016</b>	<b>2017</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
200.00.591.580.71.14 2014 GO Bond Principal	\$ 149,000	\$ 150,000	\$ 153,000	\$ 153,000	\$ 156,000	\$ 160,000
200.00.591.581.71.14 LOC Principal	-	2,250,000	-	2,250,000	-	-
200.00.591.950.71.15 2015 LTGO Bond Principal	220,000	225,000	230,000	230,000	240,000	245,000
200.00.592.181.83.14 LOC Interest/Commitment Fee	33,473	33,184	(0)	40,000	-	-
200.00.592.181.83.17 2017 LTGO Bond Interest	-	-	61,970	-	59,176	59,176
200.00.592.580.83.14 2014 LTGO Bond Interest	111,918	120,523	107,775	107,775	104,455	100,290
200.00.592.580.84.17 2017 LTGO Bond Interest	-	25,067	-	-	-	-
200.00.592.950.83.15 2015 LTGO Bond Interest	172,575	165,975	159,225	159,225	152,325	145,125
208.00.591.280.71.00 2017 LTGO Bond Principal (PW Shops)	-	-	239,026	92,000	-	-
208.00.592.280.83.00 2017 LTGO Bond Interest (PW Shops)	-	-	-	400,000	804,200	804,200
209.00.591.950.71.00 2017 LTGO Bond Principal (42nd/53rd)	-	-	305,000	172,000	242,700	233,250
209.00.592.950.83.00 2017 LTGO Bond Interest (42nd/53rd)	-	87,448	251,850	500,000	315,000	325,000
211.00.591.180.71.00 2008 LTGO Refunding Bond Principal	524,000	544,000	576,000	576,000	612,000	-
211.00.591.950.71.00 2008 LTGO Refunding Bond Principal	131,000	136,000	144,000	144,000	153,000	-
211.00.592.180.83.00 2008 LTGO Refunding Bond Interest	124,880	103,920	71,280	71,280	36,720	-
211.00.592.950.83.00 2008 LTGO Refunding Bond Interest	31,220	25,980	17,820	17,820	9,180	-
212.00.591.950.71.00 2009 LTGO SCORE Bond Principal	-	-	-	179,200	190,800	197,200
212.00.592.950.83.00 2009 LTGO SCORE Bond Interest	-	-	-	249,088	237,069	229,039
213.00.591.210.71.00 2017 UTGO Principal	-	669,000	744,000	408,600	822,000	686,000
213.00.591.220.71.00 2017 UTGO Principal	-	446,000	496,000	272,400	548,000	624,000
213.00.592.210.83.00 2017 UTGO Interest	-	898,025	920,205	1,200,000	883,005	1,341,905
213.00.592.220.83.00 2017 UTGO Interest	-	598,683	613,470	800,000	588,670	1,061,270
214.00.591.180.71.00 General Obligation Bonds	105,268	107,933	110,597	110,598	113,263	115,928
214.00.591.950.71.00 2010A LTGO SCORE Bond Principal	289,733	297,068	304,402	304,403	311,738	319,073
214.00.592.180.83.00 Interest on Long-Term External Debt	50,755	46,955	42,681	42,681	37,925	32,828
214.00.592.950.83.00 2010A LTGO Bond Interest	139,695	129,235	117,471	117,471	104,382	90,354
217.00.591.950.71.00 General Obligation Bonds	420,000	435,000	445,000	445,000	460,000	475,000
217.00.592.950.83.00 Interest on Long-Term External Debt	128,675	117,300	104,250	104,250	88,700	70,300
218.00.591.760.71.00 General Obligation Bonds	93,782	96,428	99,196	99,196	99,196	99,196
218.00.592.760.83.00 Interest on Long-Term External Debt	19,348	16,702	13,936	13,934	13,934	13,934
219.00.592.950.83.00 2017 LTGO Bond Interest	-	-	-	-	437,500	875,000
<b>Subtotal General Obligation Debt Service</b>	<b>2,745,321</b>	<b>7,725,425</b>	<b>6,328,154</b>	<b>9,259,921</b>	<b>7,820,938</b>	<b>8,303,068</b>
233.00.592.950.83.00 Interest on Long-Term External Debt	281,044	259,939	239,588	257,655	243,637	223,613
233.00.591.950.71.00 LID #33 Bond Principal	670,000	607,500	485,000	645,000	445,000	445,000
<b>Total Other</b>	<b>3,696,364</b>	<b>8,592,863</b>	<b>7,052,741</b>	<b>10,162,576</b>	<b>8,509,575</b>	<b>8,971,681</b>



SCHEDULE OF PRIOR, EXISTING, AND FUTURE ANTICIPATED LONG-TERM DEBT SERVICE

Section 1		Existing General Obligation Debt													Section 2				Section 3		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18	Column 19	Column 20		
Fund 201 LTOG Bonds Original Issue	Fund 205 South Side Assessment Bonds	Fund 207 LTOG Bonds, 1999	Fund 208 LTOG Bonds, 2000	Fund 209 LTOG Bonds, 2003	Fund 210 LTOG Refunding, 2003	Fund 211 LTOG Refunding, 2008	Fund 212 LTOG Bonds, 2009	Fund 214 LTOG Bonds, 2010	Fund 216 LTOG Refunding, 2010	Fund 217 LTOG Refunding, 2011	Fund 218 LTOG, 2013 Original Issue	Fund 200 LTOG, 2014 Original Issue	Fund 200 LTOG, 2014 Line of Credit	Fund 200 LTOG, 2015 Original Issue	Fund 200 LTOG, 2017 Original Issue	Fund 200 LTOG, 2017 Refunded LOC	Fund 208 LTOG, 2018 Original Issue	Total Existing GO Debt	New Debt - PSP Fire Stations, Junior Center	Total Existing and Future General Obligation Debt	
\$6,000,000	\$382,000	\$1,020,000	\$2,551,000	\$4,277,500	\$4,159,000	\$1,160,000	\$8,898,800	\$5,870,000	\$1,095,000	\$4,020,000	\$1,050,000	\$3,950,000	\$2,250,000	\$5,875,000	\$8,180,000	\$2,276,000	\$18,395,000	\$7,500,000	\$17,500,000	\$14,300,000	
Facilities	Facilities	Streets / Facilities	Facilities	South Park Golf Course	TCC Fire Station #53	City Hall Annex, Tukwila Village	SCORE	SC Parkway Edenstien/HHO	Valley Com	Aerial Street, KC	MPD Loan	Urban Renewal	Urban Renewal	Urban Renewal 42nd and Solid Sidewalks	Urban Renewal- Refunded LOC	Urban Renewal- Refunded LOC	PSP - PW Shops	\$492,000 per year for 20 years	Subtotal = Columns 17- 18	Subtotal = Columns 17- 18	Total = Columns 16 and 19
512,395	26,875	834,343	245,882	-	-	-	-	-	199,222	230,186	-	-	-	18,118	102,107	61,970	239,026	131,250	308,250	437,500	1,373,603
516,100	-	833,623	245,882	-	-	-	-	-	586,225	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	1,595,604
513,973	-	834,223	250,955	-	-	-	-	-	584,425	203,880	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	1,598,790
516,173	-	834,148	250,983	49,871	-	-	-	-	584,075	204,880	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	1,651,155
-	-	832,873	250,987	272,026	489,676	-	-	-	584,075	204,880	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	1,844,642
-	-	830,335	250,812	272,026	489,900	-	-	-	584,075	204,880	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	1,843,273
-	-	832,165	250,877	272,026	488,900	-	-	-	584,075	204,880	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	1,841,908
-	-	833,369	250,838	272,026	488,500	-	-	-	584,075	204,880	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	1,843,670
-	-	838,349	250,948	272,026	489,900	324,800	-	-	584,075	204,880	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	1,843,310
-	-	488,948	193,204	190,104	533,323	489,900	-	-	584,075	204,880	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	2,027,075
-	-	-	-	199,222	230,186	186,000	-	-	199,222	230,186	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	2,514,257
-	-	-	-	586,225	171,790	815,400	-	-	586,225	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	2,647,196
-	-	-	-	584,425	171,790	815,400	-	-	584,425	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,075	171,790	815,400	-	-	584,075	171,790	-	-	-	113,130	587,700	59,176	804,200	4,541,862	308,250	437,500	3,090,985
-	-	-	-	584,0																	

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

**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 recorded here.

<i>Department 20</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
00 Transfers Out	\$ 4,759,513	\$ 5,518,211	\$ 5,059,776	\$ 9,539,621	\$ 5,912,029	\$ 5,419,140	-38.03%	-8.34%
<b>Department Total</b>	<b>\$ 4,759,513</b>	<b>\$ 5,518,211</b>	<b>\$ 5,059,776</b>	<b>\$ 9,539,621</b>	<b>\$ 5,912,029</b>	<b>\$ 5,419,140</b>	<b>-38.03%</b>	<b>-8.34%</b>

<i>TRANSFERS OUT -- From the General Fund to the Following Funds</i>							
	Actual			Budget			
	2016	2017	Projected 2018	2018	2019	2020	
103 Residential Street	\$ 200,000	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 100,000	
104 Arterial Street	751,000	1,800,000	-	3,000,000	-	1,000,000	
105 Contingency	433,682	180,715	92,672	-	58,568	210,000	
2** Debt Service	2,874,831	2,773,452	3,378,914	5,848,580	4,033,861	3,587,190	
301 Land & Park Acquisition	-	122,190	88,190	122,000	19,600	21,950	
303 General Government Improvements	200,000	200,000	200,000	200,000	200,000	200,000	
306 City Facilities (PW Shops)	-	141,854	1,000,000	-	-	-	
411 Golf Course	300,000	300,000	300,000	300,000	300,000	300,000	
611 Firemen's Pension	-	-	-	69,041	-	-	
<b>TOTAL</b>	<b>\$ 4,759,513</b>	<b>\$ 5,518,211</b>	<b>\$ 5,059,776</b>	<b>\$ 9,539,621</b>	<b>\$ 5,912,029</b>	<b>\$ 5,419,140</b>	





**G. Proposed 2019-2020 Biennial Budget**

Staff presented preliminary budgets for the following:



*Non-Departmental Expenses (20)*

Department 20 accounts for transfers from the general fund into various other funds, including capital projects and debt service. Proposed transfers for 2019 are \$5,912,029 and for 2020 are \$5,419,140.

*Debt Service*

Debt service provides for payment of principal and interest for existing debt as well as proposed debt. The budget includes debt service for a \$25 million issue in 2019 for the Public Safety Plan and the remaining voter approved bonds.

**FORWARD TO OCTOBER 22, 2018 COMMITTEE OF THE WHOLE.**

**III. SCATBd/RTC**

**IV. MISCELLANEOUS**

The Transportation Committee Meeting adjourned at 6:27 p.m.

Committee Chair Approval

A handwritten signature in black ink, appearing to be the initials 'LM' written in a cursive style.

*Minutes by LH, reviewed by GL*











**INFORMATIONAL MEMORANDUM**

**TO: Community Development and Neighborhoods**  
**FROM: Brandon J. Miles, Business Relations Manager**  
**CC: Mayor Ekberg**  
**DATE: October 2, 2018**  
**SUBJECT: 2019/2020 Lodging Tax Budget**

**ISSUE**

Proposed budget for Lodging Tax (101 Fund) for 2019/2020.

**BACKGROUND**

The City charges a 1% special excise tax on certain overnight stays in area lodging businesses and short-term rentals (stays under 30 days). Per Washington State Law, the use of these funds is limited to tourism promotion activities.

Lodging tax funds are used to support a variety of tourism promotion activities within the City. Historically, the City has provided funding for Seattle Southside Regional Tourism Authority (SSRTA), the Museum of Flight, and Starfire Sports. As part of the branding process completed in 2017, the City expressed a desire to expand access to funding and support smaller events within the City in order to expand the tourism environment of the City. In 2018, the City provided funds to support the Rave Green Run, hosted by the Seattle Sounders and Renton Comic Con, two smaller events brought into the City.

Historical Lodging Tax Revenue

The Seattle region’s overall economic boom continues to increase the need for hotel rooms in the area. Supply of hotels rooms in the area continues to increase. In 2017/2018, the area saw an increase in hotel properties in Renton, SeaTac, Des Moines, and Tukwila. Hotel revenue is forecasted to continue to grow in 2019/2020; however, at a much slower rate due to supply starting to catch up do demand.

Year	2012	2013	2014	2015	2016	2017	2018
Amount	\$822,033	\$526,832	\$596,781	\$677,691	\$710,267	\$736,784	\$764,767 (projected)
Growth		.9%	13.27%	13.55%	4.08%	3.07%	3.07%

**DISCUSSION**

The following outlines staff’s lodging tax revenue estimates for 2019 and 2020.

Year	2019	2020
Projected Revenue Amount:	\$775,000	\$800,000
Projected Growth (Based budgeted amounts):	2.66%	3.23%



Staff is predicting little growth for the lodging tax funds for 2018 and 2019, with growth limited to inflation. Increase supply (more rooms) will depress overall room rates as new hotels come online in the region.

#### Proposed 2018/2019 Expenditures for Lodging Tax

The following are the general areas of spending City Administration is anticipating for lodging tax funds in 2019/2020. Note, these are placeholders for now as State Law requires that all formal requests be reviewed by the City's Lodging Tax Advisory Committee (LTAC), which then forwards a recommendation to the City Council. LTAC reviews lodging tax funding requests are monthly basis, with applications for 2019/2020 scheduled to be considered this fall. If the LTAC and Council approve lodging tax requests that exceed these placeholder amount, the Council may need to amend the budget.

- Continue Southcenter 50 celebration.
- Identify and/or create a Tukwila signature event for the region.
- Increase total number of recipients of lodging tax funds, including identifying how to support smaller events that help build a tourism destination for the City.
- Work with Seattle Southside Regional Tourism Authority and Seattle Southside Chamber of Commerce on south end restaurant week.
- Increase total lodging expenditures in the City by at least five percent per year.
- Complete wayfinding program in Southcenter District.
- Explore possible implementation of a banner program in the City, specifically in the Southcenter District, along Tukwila International Blvd, and Interurban Ave S.

#### Staffing Costs

For 2019/2020 the budget also includes a .5 FTE. This is not a new position. LTAC staff support; oversight of lodging tax contracts; and coordination of the City's tourism promotion activities are currently done by the Business Relations Manager in the Mayor's Office. This position is currently funded 100% by the general fund. Administration is proposing to split the cost for this position 50/50 between the general and lodging tax funds.

#### **RECOMMENDATION**

Staff recommends that the Committee forward this section of the budget to the Committee of the Whole for review. If there are not recommended changes, City Council consensus will be requested to move the lodging tax budget forward to the final budget package in November.

#### **ATTACHMENTS**

- Proposed 2019/2020 Lodging Tax Fund Budget

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**DEPARTMENT:** Mayor's Office  
**FUND:** Lodging Tax Fund  
**RESPONSIBLE MANAGER:** Brandon Miles

**FUND NUMBER:** 101  
**POSITION:** Economic Dev. Liaison

### Description

This fund consists of proceeds from a special excise tax on lodging charges and is used to promote tourism (both day and overnight) within the City (Chapter 67.28 RCW).

### 2017-2018 Accomplishments

- ◆ Completed and launched new Tukwila tourism and economic development brand. **Strategic Goal 5**
- ◆ Worked collaboratively with the cities of SeaTac and Des Moines, through Seattle Southside Regional Tourism Authority, to increase demand for overnight tourists in the region. **Strategic Goal 5**
- ◆ Supported two new events in the City, Rave Green 5k and Renton Comic Con. **Strategic Goal 5**
- ◆ Began Southcenter 50 celebration, in partnership with Seattle Southside Chamber of Commerce and Westfield Southcenter. **Strategic Goal 5**
- ◆ Tukwila was selected as the host city for the new Major League Rugby team, Seattle Seawolves. **Strategic Goal 5**

### 2019-2020 Outcome Goals

- ◆ Continue Southcenter 50 celebration. **Strategic Goal 5**
- ◆ Identify and/or create a Tukwila signature event for the region. **Strategic Goal 5**
- ◆ Increase total number of recipients of lodging tax funds, including identifying how to support smaller events that help build a tourism destination for the City. **Strategic Goal 5**
- ◆ Work with Seattle Southside Regional Tourism Authority and Seattle Southside Chamber of Commerce on south end restaurant week. **Strategic Goal 5**
- ◆ Increase total lodging expenditures in the City by at least five percent per year. **Strategic Goal 5**
- ◆ Complete wayfinding program in Southcenter District. **Strategic Goal 5**
- ◆ Explore and potential implementation of a banner program in the City, specifically in the Southcenter District, along Tukwila International Boulevard, and Interurban Ave S. **Strategic Goal 5**

### 2019-2020 Indicators of Success

- ◆ Identification and recruitment of new activities, festivals, and events to bring to the City.
- ◆ Increased sales at hotels, restaurants, and entertainment establishments.
- ◆ More "feet on the streets" and "heads in beds."



## Revenue and Expenditure Summary

Lodging Tax								
	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Operating Revenue								
Hotel/Motel Taxes	\$ 710,267	\$ 736,784	\$ 764,767	\$ 755,000	\$ 775,000	\$ 800,000	2.65%	3.23%
<b>Total General Revenue</b>	<b>710,267</b>	<b>736,784</b>	<b>764,767</b>	<b>755,000</b>	<b>775,000</b>	<b>800,000</b>	<b>2.65%</b>	<b>3.23%</b>
Miscellaneous Revenue								
Investment Earnings	1,576	5,695	9,858	3,000	3,000	3,000	0.00%	0.00%
Other Misc Revenue	-	-	-	-	-	-	0.00%	0.00%
<b>Total Miscellaneous Revenue</b>	<b>1,576</b>	<b>5,695</b>	<b>9,858</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Revenue</b>	<b>711,843</b>	<b>742,479</b>	<b>774,626</b>	<b>758,000</b>	<b>778,000</b>	<b>803,000</b>	<b>2.64%</b>	<b>3.21%</b>
Operating Expenditures								
Salaries & Wages	-	-	-	-	55,457	56,586	0.00%	2.04%
Personnel Benefits	-	-	-	-	17,847	18,411	0.00%	3.16%
Supplies	(11,722)	74	2,382	5,000	5,000	5,000	0.00%	0.00%
Services	399,127	479,487	505,304	596,086	596,086	596,086	0.00%	0.00%
Intergovt Services & Taxes	-	-	-	-	-	-	0.00%	0.00%
<b>Total Operating Expenditures</b>	<b>387,405</b>	<b>479,562</b>	<b>507,685</b>	<b>601,086</b>	<b>674,390</b>	<b>676,083</b>	<b>12.20%</b>	<b>0.25%</b>
Indirect cost allocation	35,000	35,700	36,414	36,414	18,741	19,416	-48.53%	3.60%
<b>Total Expenditures</b>	<b>422,405</b>	<b>515,262</b>	<b>544,099</b>	<b>637,500</b>	<b>693,131</b>	<b>695,498</b>	<b>8.73%</b>	<b>0.34%</b>
Beginning Fund Balance	623,120	912,558	1,139,775	920,375	1,370,302	1,455,171	48.89%	6.19%
Change in Fund Balance	289,438	227,217	230,526	120,500	84,869	107,502	-29.57%	26.67%
<b>Ending Fund Balance</b>	<b>\$ 912,558</b>	<b>\$ 1,139,775</b>	<b>\$ 1,370,302</b>	<b>\$ 1,040,875</b>	<b>\$ 1,455,171</b>	<b>\$ 1,562,673</b>	<b>39.80%</b>	<b>7.39%</b>

**Expenditure Detail – Salaries and Benefits**

<b>Lodging Tax</b>							
<b>Position Description</b>	<b>2018 FTE</b>	<b>2019 FTE</b>	<b>2019 Budgeted Salaries Benefits</b>		<b>2020 FTE</b>	<b>2020 Budgeted Salaries Benefits</b>	
Economic Development Liaison	0	0.5	\$ 55,457	\$ 17,847	0.5	\$ 56,586	\$ 18,411
<b>Department Total</b>	<b>0</b>	<b>0.5</b>	<b>\$ 55,457</b>	<b>\$ 17,847</b>	<b>0.5</b>	<b>\$ 56,586</b>	<b>\$ 18,411</b>

**Expenditure Detail - Supplies and Services**

Data presented here is related to the Lodging Tax Advisory Committee (LTAC).

<b>Lodging Tax</b>							
<b>Account Number</b>	<b>Actual</b>			<b>Budget</b>			
	<b>2016</b>	<b>2017</b>	<b>Projected 2018</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	
101.00.557.300.31.00 Supplies - Office & Operating	\$ 7	\$ 74	\$ 2,382	\$ 5,000	\$ 5,000	\$ 5,000	
101.00.557.302.31.00 Supplies -Office and Operating	(11,729)	-	-	-	-	-	
<b>Total Supplies</b>	<b>(11,722)</b>	<b>74</b>	<b>2,382</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	
101.00.557.300.42.00 Communication - Sprint, MCI, Eblast	(127)	-	-	-	-	-	
101.00.557.300.42.01 Communication - Postage	-	(6,393)	-	-	-	-	
101.00.557.300.43.00 Travel - Parking, meals, mileage, air travel	11	343	10,710	10,000	10,000	10,000	
101.00.557.300.47.26 Utilities	683	-	-	-	-	-	
101.00.557.300.49.00 Misc	2,766	9,856	9,805	20,000	20,000	20,000	
101.00.557.301.41.00 Prof Svcs	-	123,337	72,102	100,000	100,000	100,000	
101.00.557.301.44.00 Marketing	-	15,345	63,836	113,586	113,586	113,586	
101.00.557.301.44.11 Marketing - Starfire Sports	12,500	-	-	-	-	-	
101.00.557.302.41.00 Prof Svcs - Conversion Study & SSRTA	337,500	270,000	198,125	202,500	202,500	202,500	
101.00.557.302.41.01 Prof Svcs - SW King County Chamber	-	-	-	-	-	-	
101.00.557.302.41.03 Prof Svcs - Community Events	16,202	67,000	150,000	150,000	150,000	150,000	
101.00.557.302.41.05 Museum of Flight	35,000	-	-	-	-	-	
101.00.557.302.43.00 Travel - Mileage, parking, etc.	314	-	-	-	-	-	
101.00.557.302.49.00 Misc - Misc incidental costs	279	-	725	-	-	-	
101.00.557.303.44.10 Advertising - SeaTac marketing projects	(6,000)	-	-	-	-	-	
<b>Total Services</b>	<b>399,127</b>	<b>479,487</b>	<b>505,304</b>	<b>596,086</b>	<b>596,086</b>	<b>596,086</b>	
<b>Total Supplies, Services</b>	<b>\$ 387,405</b>	<b>\$ 479,562</b>	<b>\$ 507,685</b>	<b>\$ 601,086</b>	<b>\$ 601,086</b>	<b>\$ 601,086</b>	







### COMMUNITY DEVELOPMENT & NEIGHBORHOODS COMMITTEE

Meeting Minutes

October 9, 2018 – 5:30 p.m. – Hazelnut Conference Room, City Hall

Councilmembers: Kate Kruller, Chair; Kathy Hougardy, Zak Idan

Staff: David Cline, Jack Pace, Vicky Carlsen, Jeff Friend, Stephanie Gardner, Moira Bradshaw, Derek Speck, Brandon Miles, Laurel Humphrey

**CALL TO ORDER:** Chair Kruller called the meeting to order at 5:30 p.m.

#### I. PRESENTATIONS

#### II. BUSINESS AGENDA

**A. Grant Agreement: King County Veterans, Seniors and Human Services Levy (VSHSL)**

Staff is seeking Council approval to accept \$77,500 in VSHSL funding from the King County Department of Community and Human Services Division. Funds will be used to develop an Older Adult Recreation and Services Needs Assessment and to perform minor capital improvements at the Community Center to update or enhance accessibility. No City matching funds are required for this award. **UNANIMOUS APPROVAL. FORWARD TO OCTOBER 15, 2018 REGULAR CONSENT AGENDA.**

**B. Ordinance: Off-Street Parking Regulations**

Staff is seeking Council approval of an ordinance that would allow off-premises parking areas for municipal uses and police stations as a conditional use in most zones as well as clarify standards for locating parking areas. The new Justice Center will include public parking across the street which is not allowed in the current code. The amendment is being handled as an emergency because it meets the requirements of preserving the welfare of the public, supporting the economic well-being of the city, and addressing the absence of public facilities and services. The Planning Commission recommends approval of the amendment. Chair Kruller asked if other potential uses, such as a farmer's market, would be possible under the amendment, and staff replied that they would. **UNANIMOUS APPROVAL. FORWARD TO OCTOBER 22, 2018 COMMITTEE OF THE WHOLE.**

**C. 2019-2020 Biennial Budget**

Staff presented proposed 2019-2020 budgets for the Lodging Tax (101 Fund). This fund includes the 1% special excise tax revenue charged on certain overnight stays in Tukwila, and use is limited to tourism promotion. Staff pointed out that the memo includes a typo for 2012 revenue – it should be \$522,033. The City's supply of hotel rooms continues to increase, but supply is starting to catch up to demand. Projected revenues are \$775,000 for 2019 and \$800,000 for 2020. Expenditures in 2019 and 2020 will be for the continuation and development of events, a





wayfinding program, and possible implementation of a banner program. It also includes .5 FTE to cover the portion of time spent by the City’s Business Relations Manager on lodging tax activities. This will help the Mayor’s Office budget with the city-wide expenditure reduction reflected in the next budget. Chair Kruller asked why banners would be successful now when they weren’t a few years ago. Staff replied that there wasn’t enough funding for engineering help which is needed for the WSDOT owned property. Committee members and staff discussed the relationship with the Seattle Southside Regional Tourism Authority, which used to be managed by the City but is now independent and receives lodging tax from the City. The City has partnered recently with the SSRTA on the drag queen bowling event and planning for a future restaurant week. The Lodging Tax fund does not include programs at this point as the Priority Based Budgeting effort is focused only on the General Fund for now. **FORWARD TO OCTOBER 22, 2018 COMMITTEE OF THE WHOLE.**

Adjourned 6:28 p.m.

Committee Chair Approval

Minutes by LH











## INFORMATIONAL MEMORANDUM

TO: Finance & Safety Committee  
FROM: Bruce Linton, Chief of Police  
BY: Eric Drever, Deputy Chief of Police  
DATE: October 8<sup>th</sup>, 2018  
SUBJECT: Police Department 2019-2020 Proposed Budget

### ISSUE

As provided for in the budget process approved by the Finance and Safety Committee, Council Committees will be reviewing budget sections prior to review by the full Council. The Finance section of the budget is ready for review by the Finance and Safety Committee.

### BACKGROUND

The Police Department strives to be a premier, full-service department that is committed to creating a safe and livable community. We achieve this standard through the work of highly trained personnel who are responsible to the community they serve and who create and maintain successful partnerships and uphold public trust.

### DISCUSSION

The proposed budget for the Police Department is increased by the following amounts:

- 2019 (over 2018) \$428,565 [+2.26%]
- 2020 (over 2019) \$288,302 [+1.48%]

#### Changes from 2017-2018 Budget

- Organization Chart titles and positions have been updated to better reflect the Police Department's operating structure.
- Salaries/Benefits have been increased by \$163,786 (+1.16%) in 2019 and \$386,715 (+2.70%) for 2020. Included in our FTEs are the following positions:
  - Auto Theft Task Force Detective – Salary, most Personnel Benefits, and all ATTF-related Overtime reimbursed at 100%
  - VNET Detective – All VNET-Related Overtime is reimbursed at 100%
  - Records Disposition Specialist – Salaries & Benefits reimbursed at an effective rate of about 90%
- Supplies have been increased \$76,500 (+38.28%) in 2019 and decreased by \$30,000 (-10.86%) for 2020. This is due, in large part, to the following factors:
  - a. The Department's Quartermaster budget was moved from Services (R&M) to Supplies (O&OS) in 2019. This increased our Supplies budget while decreasing Services.
  - b. Other Supplies lines were decreased to meet the City's budget reduction request.
- Services have been increased by \$176,578 (+10.47%) for 2019 and then decreased by \$188,692 (-10.13%) for 2020. The 2019 increase is mostly due to a climb in Fleet Transfers (\$263,842 increase) as well as increases for Axon (Vehicle and Officer-worn Cameras) and Spillman (Department Database and Reporting) annual maintenance fees (together the Axon and Spillman annual fees represent \$100,000 in budget).
  - The decrease in 2020 is due to Fleet Transfers dropping their expected transfer by \$202,617.

The 2019/20 Services group also includes an increase of \$34,000 as an investment in our Recruiting, Hiring, and Pre-Employment Processing efforts.

- Intergovernmental budgets have been adjusted to reflect changes to our Animal Control, SCORE Jail, and ValleyComm contracts.
- Capital Expenditures: The Department is budgeting for a Patrol K9 Officer for 2020. The budgeted amount is to cover the purchase of the canine, training, and boarding.

Additional details on the proposed budget are included in the proposed budget.

**RECOMMENDATION**

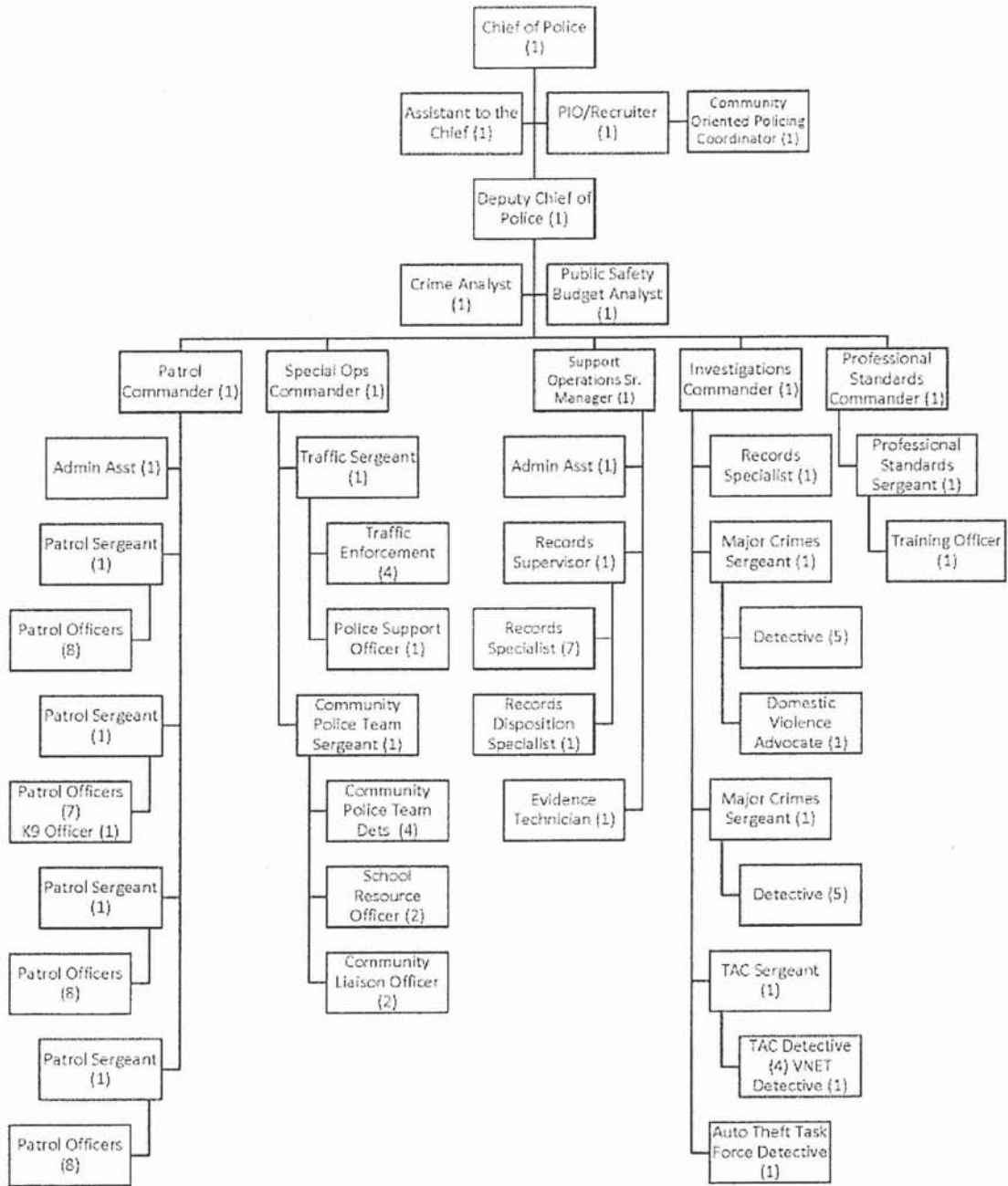
Staff recommends that the Public Safety Committee forward this section of the budget to the Committee of the Whole for review. If there are no recommended changes, Council consensus will be requested to move this departmental budget forward to the final budget package in October.

**ATTACHMENTS**

Draft Police department 2019-2020 Proposed Budget



# Police Department





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DEPARTMENT: Police (10)  
FUND: General  
RESPONSIBLE MANAGER: Bruce Linton

FUND NUMBER: 000  
POSITION: Chief of Police

### Description

The Police Department strives to be a premier, full-service department that is committed to creating a safe and livable community. We achieve this standard through the work of highly-trained personnel who are responsible to the community they serve and who create and maintain successful partnerships and uphold public trust.

### 2017-2018 Accomplishments

- ◆ Improved public safety by strengthening community trust and legitimacy. **Strategic Goal 5**
  - ◆ Accomplished through outreach efforts and community meetings.
- ◆ Implemented new technologies and social media to provide opportunities to better engage and educate our communities. **Strategic Goal 1**
  - ◆ Implemented on-line reporting within the structure of our new records management system.
- ◆ Facilitated leadership training for all department employees. **Strategic Goal 4**
- ◆ Established Community Engagement Teams for addressing specific community concerns in designated districts. **Strategic Goal 5**

### 2019-2020 Outcome Goals

- ◆ As one of the six pillars from the report of the *President's Task Force on 21st Century Policing*, the Tukwila Police Department will endeavor to build trust and legitimacy through engagement with the community. **Strategic Goal 5**
- ◆ Provide training and programs to department members to improve *Officer Safety and Wellness*. **Strategic Goal 4**
- ◆ Focus on recruitment and retention strategies to address department staffing shortage. **Strategic Goal 1**
- ◆ With the current Police Department 5-year strategic plan concluding at the end of 2019, conduct an analysis of the current strategic plan and produce a new 5-year strategic plan based on the findings. **Strategic Goal 4**
- ◆ Leverage technology to improve workplace efficiency and communication. **Strategic Goal 4**



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## 2019-2020 Indicators of Success

- ◆ Improved public safety by building community trust and legitimacy.
  - ◆ Worked with faith-based organizations to foster additional non-enforcement engagements with our communities.
  - ◆ Increased collaboration/communication with businesses and communities regarding targeted traffic enforcement and emphasis patrol goals within their communities.
  - ◆ Integration of our policy manual and other police related information on the department website.
  - ◆ People feel safe and trust the officers that police their community.
- ◆ Trained all employees on current and new Department technologies.
- ◆ Integrated social media (Facebook, Twitter, Snap Chat, YouTube...) as part of the department's daily public engagement strategy.
  - ◆ Implemented on-line reporting within the structure of our new records management system.
  - ◆ The community feels that they are informed and have a positive image of the Police Department.
- ◆ Be a high performing organization by facilitating leadership training for all department employees.
  - ◆ Improved internal communication.
  - ◆ Provided values-based leadership training for all employees.
  - ◆ Encouraged a healthy and engaged workforce.
  - ◆ Improve our current organizational structure to best support our vision, mission values and strategic plan.
- ◆ Established a Peer Support Team.
- ◆ Established a department wellness program that includes resiliency training.
- ◆ All budgeted positions filled.

## Budget Change Discussion

**Salaries & Benefits** COLA increases were applied to salaries, and benefits were adjusted to account for changes in healthcare and retirement.

**Supplies** The Department Quartermaster Budget was moved from Services to Supplies, resulting in an increase in Supplies Budget and a decrease in Services Budget.

**Services** Annual maintenance fees for Axon (body and vehicle cameras) and Spillman (department database and reporting) were the largest contributors for increases, along with additional investments in recruiting and hiring budgets.

**Intergovernmental** Animal control was adjusted to account for an increase in the regional animal services control service contract.

**Capital:** \$30,000 was added in 2020 for the acquisition of K9 police dog.

## Expenditure Summary

### Police Department

Expenditures By Program	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Administration	\$ 2,344,811	\$ 2,056,519	\$ 2,124,866	\$ 1,963,693	\$ 2,490,846	\$ 2,575,844	26.84%	3.41%
Patrol	7,841,346	7,975,786	8,234,430	8,436,208	8,247,337	8,313,100	-2.24%	0.80%
Special Operations	-	-	-	-	1,308,337	1,344,493	-	2.76%
Support Operations	1,119,000	1,112,197	1,133,808	1,393,844	1,389,854	1,438,085	-0.29%	3.47%
Investigations	2,281,507	2,149,103	2,141,019	2,202,519	2,283,109	2,278,940	3.66%	-0.18%
Tukwila Anti-Crime	642,153	812,805	837,611	869,025	1,064,597	1,075,408	22.50%	1.02%
Professional Standards	1,754,667	1,465,834	1,620,576	2,066,539	264,069	263,674	-87.22%	-0.15%
Training	280,342	286,589	305,923	291,273	273,228	276,800	-6.20%	1.31%
Traffic	1,591,871	1,622,253	1,628,579	1,775,948	2,106,237	2,149,571	18.60%	2.06%
<b>Department Total</b>	<b>\$ 17,855,697</b>	<b>\$ 17,481,085</b>	<b>\$ 18,026,812</b>	<b>\$ 18,999,049</b>	<b>\$ 19,427,614</b>	<b>\$ 19,715,916</b>	<b>2.26%</b>	<b>1.48%</b>

### Police Department

Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 9,551,874	\$ 9,758,680	\$ 9,878,974	\$ 10,388,996	\$ 10,536,551	\$ 10,845,721	1.42%	2.93%
Personnel Benefits	3,342,336	3,321,247	3,466,860	3,786,895	3,803,126	3,880,671	0.43%	2.04%
Supplies	237,388	314,882	301,302	199,850	276,350	246,350	38.28%	-10.86%
Services	1,564,228	1,395,758	1,607,186	1,686,234	1,862,812	1,674,120	10.47%	-10.13%
Intergovt. Svcs & Taxes	2,453,692	2,690,518	2,772,491	2,937,074	2,948,775	3,039,054	0.40%	3.06%
Capital Outlays	706,179	(0)	-	-	-	30,000	-	0.00%
<b>Department Total</b>	<b>\$ 17,855,697</b>	<b>\$ 17,481,085</b>	<b>\$ 18,026,812</b>	<b>\$ 18,999,049</b>	<b>\$ 19,427,614</b>	<b>\$ 19,715,916</b>	<b>2.26%</b>	<b>1.48%</b>



## Department Detail

### Staffing and Expenditure by Program

PROGRAMS	FTE	BUDGET				YEAR-TO-YEAR PERCENT CHANGE
		2019	% of Total Budget	2020	% of Total Budget	2019-20
Police Patrol Services	36.00	6,193,468	31.9%	6,204,936	31.5%	0.2%
Felony and Sexual Crimes Unit (MCU)	15.25	2,372,340	12.2%	2,369,808	12.0%	(0.11%)
Detention and Incarceration Services	0.80	1,718,823	8.8%	1,772,842	9.0%	3.1%
Front Office & Records Management	10.80	1,237,862	6.4%	1,280,999	6.5%	3.5%
Dispatching Services	0.00	1,177,353	6.1%	1,212,591	6.2%	3.0%
Community Policing Team	7.60	1,154,087	5.9%	1,186,965	6.0%	2.8%
Police Management and Administration	4.00	1,062,421	5.5%	1,065,335	5.4%	0.3%
Narcotics & Street Crimes Team (TAC)	4.60	829,229	4.3%	846,637	4.3%	2.1%
Traffic Enforcement and Crash Investigation Team	4.95	821,787	4.2%	823,707	4.2%	0.2%
Department Training Program	1.95	444,088	2.3%	454,918	2.3%	2.4%
School Resource Officer Program	2.00	287,628	1.5%	298,293	1.5%	3.7%
Critical Incidents and SWAT (SWAT & Negotiations)	1.20	216,454	1.1%	225,027	1.1%	4.0%
Professional Standards	1.00	209,565	1.1%	212,755	1.1%	1.5%
Evidence & Property Management	1.20	207,353	1.1%	214,791	1.1%	3.6%
Public and Community Relations	1.50	192,528	1.0%	197,157	1.0%	2.4%
Contracted Off-Duty Security	0.00	174,956	0.9%	174,956	0.9%	-
Auto Theft Task Force	1.00	141,638	0.7%	145,318	0.7%	2.6%
PD Budget/Finance	1.00	139,589	0.7%	142,397	0.7%	2.0%
VNET (Valley Narcotics Enforcement Team)	1.00	132,071	0.7%	136,752	0.7%	3.5%
Police K9 Program (Tracking & Sniffing)	0.85	131,240	0.7%	163,863	0.8%	24.9%
Animal Control	0.00	125,000	0.6%	131,250	0.7%	5.0%
Recruiting & Hiring (Pre-Employment)	0.50	114,577	0.6%	118,172	0.6%	3.1%
Mutual Aid & Large Scale Incident (Response & Planning)	0.20	96,676	0.5%	86,534	0.4%	(10.49%)
PD Quartermaster	0.00	90,000	0.5%	90,000	0.5%	-
Civil Disturbance Unit	0.35	56,711	0.3%	58,795	0.3%	3.7%
Police Camera Program (Vehicle & Body Worn)	0.00	51,000	0.3%	51,000	0.3%	-
Traffic Safety Cameras	0.25	36,169	0.2%	37,118	0.2%	2.6%
PD Fitness Initiative	0.00	13,000	0.1%	13,000	0.1%	-
<b>PROGRAM TOTALS</b>	<b>98.00</b>	<b>19,427,613</b>	<b>100.0%</b>	<b>19,715,917</b>	<b>99.7%</b>	<b>1.5%</b>

\*Priority Based Budgeting was implemented beginning with the 2019 - 2020 biennium budget.  
Therefore, no historical data is available.

### Program Descriptions

Police Patrol Services: Police Patrol Services is responsible for responding to the immediate needs of the Tukwila community. By providing a constant presence, both during and between calls for service, this program houses the City's law enforcement first responders. The employees assigned to this program are also tasked with nearly all facets of police work, requiring a high-level of expertise and training.

Felony and Sexual Crimes Unit (MCU): This program houses our Major Crimes Unit, whose primary responsibility is to investigate a wide variety of crimes, including homicide, robbery, burglary, felony assault, crimes against children and the elderly, felony theft, fraud, forgery, sexual assault, missing persons, and matters relating to registered sex offenders.



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Detention and Incarceration Services: This program covers all tasks and responsibilities associated with bringing offenders to justices including the management of our relationships with jails, courts, and all probation programs.

Front Office and Records Management: This program is tasked with ensuring that the Police Department's case report data are entered correctly into multiple State and Federal databases and that public records requests are received and managed in compliance with State and Federal laws. The program also ensures that officers in the street (both Tukwila as well as other agencies) are provided with a high-level of support ranging from database queries to verification of warrants.

Dispatching Services: The City contracts with Valley Communications Center to provide dispatching services.

Community Policing Team: The Community Policing Team (CPT) is a proactive team with a main goal of establishing a relationship between the Tukwila Police, residents, and business owners, allowing for a more proactive police role in the community. Patrolling on foot, bicycles, and via traditional vehicles, the team partners with community groups to identify opportunities for cooperation and increased safety.

Police Management and Administration: This Program houses the Police Department's Administration team, whose goal it is to provide high-level leadership to the Police Department's employees and to ensure that the City's strategic goals and objectives are communicated to and followed by each employee.

Narcotics and Street Crimes Team: This program's primary responsibility is to investigate drug and prostitution related crimes that affect the citizenry of Tukwila. The unit also addresses other crimes as assigned, often relying on special equipment and undercover skills to conduct those investigations. Employees assigned to this program also participate with a variety of local, State, and Federal investigators in an effort to curb crime using combined resources.

Traffic Enforcement and Crash Investigation Team: This program houses the Police Department's Traffic Unit, which investigates serious traffic incidents and is tasked with enforcing the City's roadway laws.

Department Training Program: The Department Training Program coordinates and tracks all training conducted for the Department. For new officers, this means coordinating their academy experience. For existing staff, the state requires all officers to attend 24 hours of in-service training every year. In the Department's effort to provide highly-trained personnel to the community we serve, that requirement is often greatly exceeded.

School Resource Officer: This program provides additional presence and a shortened response time to the City's public schools as well as to foster better communications and relationships between students, faculty, and the Police department.

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PD Budget/Finance: Provides analytical and budgetary assistance to the Chief's office and acts as a liaison between the City's Finance department and Police department.

VNET (Valley Narcotics Enforcement Team): The mission of this program is to target major narcotic rings that are operating in the South King County area.

Police K9 Program (Sniffing and Tracking): The Police Department leverages the heightened senses of man's best friend to aid in the capture of dangerous offenders, to recover hidden evidence, and to detect felonious substances.

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Animal Control: The City contracts with King County Animal Control to provide these services.

Recruiting and Hiring: This program is tasked with finding, attracting, evaluating, and hiring top talent.

Mutual Aid and Large-Scale Incident (Response and Planning): As a part of a mutual aid agreement, the Department participates in events that exceed the limits of other local jurisdictions.

Police Department Quartermaster Program: This program is tasked with ensuring that Police Department employees and teams are properly equipped with the clothing, tools, and supplies necessary for their assigned tasks.

Civil Disturbance Unit: This team responds to the need of any city in the region that requires a well-trained and organized police presence proficient in crowd control for any type of large protest or gathering.

Police Camera Program (Vehicle and Body Worn): Ensures that every patrol vehicle and patrol officer is equipped with audio and video recording hardware and software in an effort to capture evidence of crimes and to provide additional transparency into how our officers interact with the public.

Traffic Safety Cameras: This program seeks to provide for a safer community by assisting the City's existing Police Officers with their enforcement of certain traffic laws through the use of technology coupled with oversight by a trained officer.

Police Department Fitness Initiative: The goal of this program is to provide the Police Department's Employees with an opportunity to safely and effectively improve their physical and mental health through individual and supervised exercise efforts.



## Expenditure Detail - Salaries and Benefits

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

<i>Police Department</i>							
Position	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Chief	1	1	\$ 165,260	\$ 48,355	1	\$ 168,696	\$ 50,156
Deputy Police Chief	1	1	155,391	31,234	1	158,544	32,196
Police Commander	4	4	567,571	194,374	4	598,550	203,141
Police Information Officer/Recruiter	0	1	94,432	37,338	1	97,266	39,116
Public Safety Budget Analyst	0	1	98,690	38,749	1	100,515	40,116
Crime Analyst	0	1	84,844	34,845	1	86,448	36,069
Community Oriented Policing Coordinator	1	1	90,415	27,200	1	92,136	28,014
Assistant to the Chief of Police	1	1	77,970	32,407	1	79,512	33,574
Police Sergeant	11	10	1,149,184	504,975	10	1,173,849	438,730
Police Officer	62	59	5,717,356	2,082,709	59	5,881,644	2,180,073
Domestic Violence Advocate	1	1	78,221	33,505	1	80,136	34,791
Administrative Assistant	2	2	114,846	54,390	2	120,552	57,140
Support Operations Senior Manager	1	1	111,315	48,247	1	118,962	51,117
Police Records Supervisor	1	1	80,640	34,138	1	82,606	35,440
Police Information Analyst	1	0	-	-	0	-	-
Police Records Specialist	8	8	555,623	231,071	8	573,567	241,065
Evidence Technician	1	1	73,171	27,634	1	74,568	28,572
Records Dipsoition Specialist	0	1	43,680	17,195	1	46,301	18,226
VNET Detective	0	1	99,724	40,679	1	101,616	42,467
Police Support Officer	1	1	60,335	36,500	1	64,628	38,742
Auto Theft Task Force Detective	0	1	99,724	40,679	1	101,616	42,467
Retiree Medical	0	0	-	106,000	0	-	106,000
Extra Labor	0	0	15,600	1,546	0	15,600	1,546
Overtime	0	0	768,495	76,158	0	768,495	76,158
Kelly/Holiday Pay	0	0	234,063	23,196	0	259,915	25,758
<b>Department Total</b>	<b>97</b>	<b>98</b>	<b>\$ 10,536,551</b>	<b>\$ 3,803,125</b>	<b>98</b>	<b>\$ 10,845,721</b>	<b>\$ 3,880,673</b>

## Expenditure Detail - Supplies, Services and Other

Supplies include small tools and equipment; professional services and contract include travel, equipment replacement and O&M charges, insurance subscriptions and memberships, among others.

Account Name	<i>Police</i>					
	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
Salaries	\$ 8,418,712	\$ 8,700,593	\$ 8,587,367	\$ 9,259,438	\$ 9,518,393	\$ 9,801,712
Extra Labor	-	858	-	-	15,600	15,600
Overtime	925,216	845,730	1,059,885	928,495	768,495	768,495
Kelly/Holiday Pay	207,947	211,499	231,721	201,063	234,063	259,915
FICA	714,068	736,012	738,258	770,554	882,451	866,399
Pension - LEOFF	434,207	450,010	465,288	484,606	499,714	467,095
Pension - PERS	130,199	143,903	152,499	148,889	161,119	167,037
Industrial Insurance	212,221	189,411	217,085	299,281	274,717	301,457
Healthcare	1,838,770	1,792,979	1,879,492	2,083,565	1,985,125	2,078,684
Unemployment	12,871	8,932	14,238	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>12,894,210</b>	<b>13,079,927</b>	<b>13,345,834</b>	<b>14,175,891</b>	<b>14,339,677</b>	<b>14,726,393</b>
Supplies	236,759	273,755	285,879	184,250	230,750	230,750
Small tools	629	41,127	15,423	15,600	45,600	15,600
<b>Total Supplies</b>	<b>237,388</b>	<b>314,882</b>	<b>301,302</b>	<b>199,850</b>	<b>276,350</b>	<b>246,350</b>
Professional services	63,438	52,781	78,090	70,000	86,500	86,500
Communication	105,106	116,565	118,685	121,000	121,000	121,000
Travel	52,985	47,434	54,865	41,880	41,880	41,880
Advertising	811	453	7,520	1,500	2,500	2,500
Operating leases	873,932	795,836	891,036	872,046	1,119,488	916,871
Insurance	240,000	230,223	254,359	253,245	278,499	292,424
Utilities	2,518	3,499	4,177	-	4,400	4,400
Repair and maintenance	153,985	65,910	108,969	246,922	143,404	143,404
Miscellaneous	71,454	83,057	89,485	79,641	65,141	65,141
<b>Total Services</b>	<b>1,564,228</b>	<b>1,395,758</b>	<b>1,607,186</b>	<b>1,686,234</b>	<b>1,862,812</b>	<b>1,674,120</b>
Intergovernmental	2,453,692	2,690,518	2,772,491	2,937,074	2,948,775	3,039,054
Capital	706,179	(0)	-	-	-	30,000
<b>Total Other</b>	<b>3,159,871</b>	<b>2,690,518</b>	<b>2,772,491</b>	<b>2,937,074</b>	<b>2,948,775</b>	<b>3,069,054</b>
<b>Total Police</b>	<b>\$ 17,855,697</b>	<b>\$ 17,481,085</b>	<b>\$ 18,026,812</b>	<b>\$ 18,999,049</b>	<b>\$ 19,427,614</b>	<b>\$ 19,715,916</b>





DEPARTMENT: Police (10)  
 FUND: General  
 RESPONSIBLE MANAGER: Bruce Linton

DIVISION: Administration  
 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.

**Expenditure Summary**

<i>Police - Administration</i>									
Expenditures	Actual			Budget			Percent Change		
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20	
Salaries & Wages	\$ 904,689	\$ 1,114,838	\$ 1,055,532	\$ 951,512	\$ 1,347,497	\$ 1,394,590	41.62%	3.49%	
Personnel Benefits	250,001	330,647	331,569	308,096	445,783	463,662	44.69%	4.01%	
Supplies	21,695	31,137	50,166	24,000	24,000	24,000	0.00%	0.00%	
Services	442,433	565,165	681,313	664,185	666,665	656,692	0.37%	-1.50%	
Intergovt. Services & Taxes	19,814	14,732	6,286	15,900	6,900	6,900	-56.60%	0.00%	
Capital Outlays	706,179	(0)	-	-	-	30,000	-	0.00%	
<b>Expenditure Total</b>	<b>\$ 2,344,811</b>	<b>\$ 2,056,519</b>	<b>\$ 2,124,866</b>	<b>\$ 1,963,693</b>	<b>\$ 2,490,846</b>	<b>\$ 2,575,844</b>	<b>26.84%</b>	<b>3.41%</b>	

**Expenditure Detail - Salaries and Benefits**

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

<i>Police - Administration</i>							
Position	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Chief	1	1	\$ 165,260	\$ 48,355	1	\$ 168,696	\$ 50,156
Deputy Police Chief	1	1	155,391	31,234	1	158,544	32,196
Police Commander	4	4	567,571	194,374	4	598,550	203,141
Police Information Officer/Recruiter	0	1	94,432	37,338	1	97,266	39,116
Public Safety Budget Analyst	0	1	98,690	38,749	1	100,515	40,116
Crime Analyst	0	1	84,844	34,845	1	86,448	36,069
Community Oriented Policing Coordinator	0	1	90,415	27,200	1	92,136	28,014
Assistant to the Chief of Police	1	1	77,970	32,407	1	79,512	33,574
Overtime - Regular			12,923	1,281		12,923	1,281
<b>Total</b>	<b>7</b>	<b>11</b>	<b>\$ 1,347,497</b>	<b>\$ 445,783</b>	<b>11</b>	<b>\$ 1,394,590</b>	<b>\$ 463,662</b>

## Expenditure Detail - Supplies, Services and Other

Supplies includes miscellaneous office; services include travel and training, equipment rental and repair costs, insurance, and memberships, among others; intergovernmental includes Valley SWAT costs.

<i>Police - Administration</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.10.521.100.31.00 Supplies - Office	\$ 21,423	\$ 24,987	\$ 50,166	\$ 24,000	\$ 24,000	\$ 24,000
000.10.521.100.35.00 Supplies -Small Tools	272	6,151	-	-	-	-
<b>Total Supplies</b>	<b>21,695</b>	<b>31,137</b>	<b>50,166</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
000.10.521.100.41.00 Prof Svcs - Hiring/Pre-Employment and Confidential Counseling	10,900	21,770	25,081	15,000	45,000	45,000
000.10.521.100.42.00 Communication - Department cell phone data and other communication services	38,534	87,948	118,685	121,000	121,000	121,000
000.10.521.100.43.00 Admin travel and all Pre-Employment Hiring Travel	5,471	5,866	9,460	10,000	10,000	10,000
000.10.521.100.44.00 Advertising - Recruiting & Information Sharing	798	-	7,520	1,100	2,500	2,500
000.10.521.100.45.00 Rental - Rentals and lease fees	25,827	19,702	23,387	25,000	25,600	25,600
000.10.521.100.45.94 Rental -Equipment Replacement Fund	13,548	3,363	3,363	3,363	26,900	3,363
000.10.521.100.45.95 Rental - Equipment Rental O & M	16,167	25,424	33,459	33,459	49,266	48,905
000.10.521.100.46.01 Insurance - Insurance allocation to WCIA	240,000	230,223	254,359	253,245	278,499	292,424
000.10.521.100.48.00 R&M - Radio repairs and maintenance	3,888	4,835	1,921	6,518	5,000	5,000
000.10.521.100.48.01 R&M - Repairs and maintenance for 800 MHz system assessment	82,373	48,416	62,132	80,000	-	-
000.10.521.500.45.00 Lease for Evidence Facility, NRC, Gym	-	110,099	130,603	110,000	93,000	93,000
000.10.521.500.47.21 Utilities - Electricity	-	965	633	-	2,000	2,000
000.10.521.500.47.22 Utilities - Gas	-	-	267	-	1,000	1,000
000.10.521.500.47.25 Utilities - Water	-	-	255	-	1,000	1,000
000.10.521.500.47.26 Utilities - Surface Water	-	-	126	-	400	400
000.10.521.500.49.00 Miscellaneous	-	1,106	-	-	-	-
000.10.521.100.49.00 Misc - Memberships and subscriptions	4,925	5,448	10,063	5,500	5,500	5,500
<b>Total Services</b>	<b>442,433</b>	<b>565,165</b>	<b>681,313</b>	<b>664,185</b>	<b>666,665</b>	<b>656,692</b>
000.10.521.100.51.00 Intergovt Prof Svcs - KC RAIN, Website User Fees	19,814	14,732	6,286	15,900	6,900	6,900
<b>Total Intergovernmental</b>	<b>19,814</b>	<b>14,732</b>	<b>6,286</b>	<b>15,900</b>	<b>6,900</b>	<b>6,900</b>
000.10.594.100.64.00 Capital - Machinery and equipment	6,619	-	-	-	-	-
000.10.594.210.64.00 Capital - Machinery and equipment	699,559	(0)	-	-	-	-
000.10.594.220.64.00 Capital - Machinery and equipment	-	-	-	-	-	30,000
<b>Total Other</b>	<b>706,179</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>Total Supplies, Services and Other</b>	<b>\$1,190,120</b>	<b>\$ 611,035</b>	<b>\$ 737,765</b>	<b>\$ 704,085</b>	<b>\$ 697,565</b>	<b>\$ 717,592</b>



DEPARTMENT: Police (10)  
 FUND: General  
 RESPONSIBLE MANAGER: Bruce Linton

DIVISION: Patrol  
 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.

**Expenditure Summary**

*Police - Patrol*

Expenditures	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 4,073,329	\$ 4,248,802	\$ 4,333,212	\$ 4,424,520	\$ 4,163,396	\$ 4,308,724	-5.90%	3.49%
Personnel Benefits	1,555,176	1,507,938	1,602,380	1,611,864	1,555,682	1,537,367	-3.49%	-1.18%
Supplies	105,638	142,208	123,641	60,050	146,550	116,550	144.05%	-20.47%
Services	688,331	497,983	540,127	587,517	630,354	544,064	7.29%	-13.69%
Intergovt. Services & Taxes	1,418,872	1,578,855	1,635,071	1,752,257	1,751,355	1,806,396	-0.05%	3.14%
<b>Expenditure Total</b>	<b>\$ 7,841,346</b>	<b>\$ 7,975,786</b>	<b>\$ 8,234,430</b>	<b>\$ 8,436,208</b>	<b>\$ 8,247,337</b>	<b>\$ 8,313,100</b>	<b>-2.24%</b>	<b>0.80%</b>

**Expenditure Detail - Salaries and Benefits**

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

*Police - Patrol*

Position	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Sergeant	4	4	\$ 444,441	\$ 283,147	4	\$ 455,385	\$ 207,666
Police Officer	34	32	2,992,602	1,079,613	32	3,096,549	1,132,824
Administrative Assistant	1	1	59,111	20,798	1	63,696	22,191
Retiree Medical			-	106,000		-	106,000
Kelly/Holiday Pay			234,063	23,196		259,915	25,758
Overtime - Contractual			127,995	12,684		127,995	12,684
Overtime - Regular			305,184	30,244		305,184	30,244



## Expenditure Detail - Supplies, Services and Other

Supplies includes office supplies and supplies for Explorer Post and K-9 unit; services include equipment rental and repair charges, cell phone, and memberships, among others; intergovernmental includes SCORE jail and animal control costs.

<i>Police - Patrol</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.10.521.220.31.00	Supplies - Office & Operating	\$ 33,185	\$ 1,511	\$ -	\$ -	\$ -
000.10.521.220.31.01	Supplies - Includes Department Quartermaster	55,967	94,606	104,915	40,950	110,950
000.10.521.220.31.02	Supplies - K-9 Unit	3,722	3,880	3,916	3,500	5,000
000.10.521.220.31.03	Supplies - Explorer Post	98	-	-	-	-
000.10.521.220.31.04	Supplies - Emergency Services Unit	10,134	10,424	9,262	10,000	-
000.10.521.220.31.05	Supplies - Civil Disturbance Unit	2,174	6,940	4,948	5,000	-
000.10.521.220.35.00	Small Tools	358	24,848	600	600	30,600
<b>Total Supplies</b>		<b>105,638</b>	<b>142,208</b>	<b>123,641</b>	<b>60,050</b>	<b>146,550</b>
000.10.521.220.41.00	Prof Svcs - K-9 vet bills and professional grooming	4,970	3,662	5,121	8,000	6,000
000.10.521.220.42.00	Communication	51,885	5,471	-	-	-
000.10.521.220.43.00	Travel - Mileage, parking	349	170	847	500	500
000.10.521.220.45.00	Rental - Operating leases and rentals	88,390	3,400	-	-	-
000.10.521.220.45.94	Rental -Equipment Replacement Fund	107,940	56,531	56,531	56,531	166,878
000.10.521.220.45.95	Rental - Equipment Rental O & M	354,232	411,003	427,982	427,982	432,472
000.10.521.220.48.00	R&M - Minor Repairs to equipment and uniforms, Software License Renewals	39,240	1,736	19,818	65,404	6,904
000.10.521.220.49.00	Misc - Memberships and registrations	2,778	398	3,480	2,000	500
000.10.521.220.49.03	Misc - BSA Charter, Explorer Academy Reg. and annual recruitment open house	670	955	2,100	2,100	2,100
000.10.521.220.49.44	Misc - Registrations	2,805	-	-	-	-
000.10.523.220.41.00	Prof Svcs - Monitoring of Prisoners	35,073	14,657	24,247	25,000	15,000
<b>Total Services</b>		<b>688,331</b>	<b>497,983</b>	<b>540,127</b>	<b>587,517</b>	<b>630,354</b>
000.10.523.600.51.00	Intergovt Prof Svcs - SCORE	1,310,736	1,466,963	1,579,506	1,633,405	1,626,355
000.10.554.300.51.00	Intergovt Prof Svcs - Animal Control	108,136	111,892	55,564	118,852	125,000
<b>Total Intergovernmental</b>		<b>1,418,872</b>	<b>1,578,855</b>	<b>1,635,071</b>	<b>1,752,257</b>	<b>1,751,355</b>
<b>Total Supplies, Services and Other</b>		<b>\$2,212,841</b>	<b>\$ 2,219,046</b>	<b>\$ 2,298,839</b>	<b>\$2,399,824</b>	<b>\$2,528,259</b>

DEPARTMENT: Police (10)  
 FUND: General  
 RESPONSIBLE MANAGER: Bruce Linton

DIVISION: Support Operations  
 FUND NUMBER: 000  
 POSITION: Chief of Police

**Description**

Support Operations (formerly Special Services) 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.

**Expenditure Summary**

<i>Police - Support Operations</i>								
Expenditures	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 755,473	\$ 760,864	\$ 754,541	\$ 910,907	\$ 910,962	\$ 942,412	0.01%	3.45%
Personnel Benefits	299,684	296,615	307,205	355,537	375,492	392,274	5.61%	4.47%
Supplies	32,466	25,595	41,963	44,400	27,400	27,400	-38.29%	0.00%
Services	31,378	29,122	30,098	83,000	76,000	76,000	-8.43%	0.00%
<b>Expenditure Total</b>	<b>\$ 1,119,000</b>	<b>\$ 1,112,197</b>	<b>\$ 1,133,808</b>	<b>\$ 1,393,844</b>	<b>\$ 1,389,854</b>	<b>\$ 1,438,085</b>	<b>-0.29%</b>	<b>3.47%</b>

**Expenditure Detail - Salaries and Benefits**

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

<i>Police - Support Operations</i>							
Position	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Support Operations Senior Manager	1	1	\$ 111,315	\$ 48,247	1	\$ 118,962	\$ 51,117
Police Records Supervisor	1	1	80,640	34,138	1	82,606	35,440
Police Information Analyst	1	0	-	-	0	-	-
Police Records Specialist	7	7	490,821	209,175	7	507,519	218,459
Evidence Technician	1	1	73,171	27,634	1	74,568	28,572
Administrative Assistant	1	1	55,735	33,592	1	56,856	34,949
Records Dipsoition Specialist	0	1	43,680	17,195	1	46,301	18,226
Extra Labor			15,600	1,546		15,600	1,546

**Expenditure Detail - Supplies, Services and Other**

Supplies includes miscellaneous office and evidence supplies; services include records destruction, repair costs, and ACCESS terminal rental, among others.

*Police - Support Operations*

Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.10.521.230.31.00 Supplies - Office & Operating	\$ 22,139	\$ 13,294	\$ 23,483	\$ 25,000	\$ 10,000	\$ 10,000
000.10.521.230.31.01 Supplies - Evidence	10,327	2,174	3,658	4,400	2,400	2,400
000.10.521.230.35.00 Supplies - Evidence	-	10,128	14,823	15,000	15,000	15,000
<b>Total Supplies</b>	<b>32,466</b>	<b>25,595</b>	<b>41,963</b>	<b>44,400</b>	<b>27,400</b>	<b>27,400</b>
000.10.521.230.41.00 Prof Svcs - Records destruction, evidence disposition, and translators	6,234	595	8,698	9,000	1,500	1,500
000.10.521.230.42.00 Communication - Communications services and equipment	4,254	6,109	-	-	-	-
000.10.521.230.42.01 Communication - Evidence Tech	200	-	-	-	-	-
000.10.521.230.43.00 Travel	1,469	1,197	-	-	-	-
000.10.521.230.45.00 Rental - ACCESS terminal, Cole directory and copy machine lease	6,491	3,167	-	-	-	-
000.10.521.230.48.00 R&M - Software Licenses: Spillman, GovQA, and FileOnQ, etc.	12,047	9,257	16,238	71,500	71,500	71,500
000.10.521.230.49.00 Misc - Misc. costs for maintaining records and evidence	683	8,796	5,163	2,500	3,000	3,000
<b>Total Services</b>	<b>31,378</b>	<b>29,122</b>	<b>30,098</b>	<b>83,000</b>	<b>76,000</b>	<b>76,000</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 63,844</b>	<b>\$ 54,717</b>	<b>\$ 72,061</b>	<b>\$ 127,400</b>	<b>\$ 103,400</b>	<b>\$ 103,400</b>



DEPARTMENT: Police (10)  
 FUND: General  
 RESPONSIBLE MANAGER: Bruce Linton

DIVISION: Investigations  
 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.

**Expenditure Summary**

<i>Police - Investigations</i>								
Expenditures	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 1,617,462	\$ 1,533,984	\$ 1,541,662	\$ 1,519,572	\$ 1,601,887	\$ 1,635,932	5.42%	2.13%
Personnel Benefits	499,153	478,037	452,713	537,125	510,195	531,291	-5.01%	4.13%
Supplies	7,091	29,313	11,855	12,000	6,000	6,000	-50.00%	0.00%
Services	157,801	107,769	134,790	133,822	165,027	105,717	23.32%	-35.94%
<b>Expenditure Total</b>	<b>\$ 2,281,507</b>	<b>\$ 2,149,103</b>	<b>\$ 2,141,019</b>	<b>\$ 2,202,519</b>	<b>\$ 2,283,109</b>	<b>\$ 2,278,940</b>	<b>3.66%</b>	<b>-0.18%</b>

**Expenditure Detail - Salaries and Benefits**

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

<i>Police - Investigations</i>							
Position	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Sergeant	2	2	\$ 234,731	\$ 62,040	2	\$ 239,040	\$ 64,485
Police Officer	10	10	984,408	338,201	10	1,009,092	353,068
Domestic Violence Advocate	1	1	78,221	33,505	1	80,136	34,791
Police Records Specialist	1	1	64,803	21,896	1	66,048	22,606
Auto Theft Task Force Detective	0	1	99,724	40,679	1	101,616	42,467
Overtime - Regular			140,000	13,874		140,000	13,874

## Expenditure Detail – Supplies, Services and Other

Supplies includes miscellaneous office and operating supplies; services include polygraph translation, travel, equipment rental and repair, and investigation costs, among others.

<i>Police - Investigations</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.10.521.210.31.00 Supplies -Office and Operating	\$ 7,091	\$ 29,313	\$ 11,855	\$ 12,000	\$ 6,000	\$ 6,000
<b>Total Supplies</b>	<b>7,091</b>	<b>29,313</b>	<b>11,855</b>	<b>12,000</b>	<b>6,000</b>	<b>6,000</b>
000.10.521.210.41.00 Prof Svcs - Polygraph, Translation/Transcription, Department Impounds	3,404	11,957	5,943	4,000	15,000	15,000
000.10.521.210.42.00 Communication	474	7,227	-	-	-	-
000.10.521.210.43.00 Travel - Investigative Travel	6,351	6,246	6,345	5,000	5,000	5,000
000.10.521.210.45.00 Rental - Vehicle rentals and leases	2,334	(2,066)	-	-	-	-
000.10.521.210.45.94 Rental -Equipment Replacement Fund	63,462	7,595	7,595	7,595	66,351	7,595
000.10.521.210.45.95 Rental - Equipment Rental O & M	65,700	74,365	104,727	104,727	75,676	75,122
000.10.521.210.47.00 Public Utility	-	-	2,896	-	-	-
000.10.521.210.47.22 Public Utility - Gas	536	669	-	-	-	-
000.10.521.210.47.25 Public Utility - Water	859	669	-	-	-	-
000.10.521.210.48.00 Minor Repairs to Equipment	13,780	330	4,500	9,000	1,000	1,000
000.10.521.210.49.00 Misc - Unanticipated misc. investigation and DV expenses	901	777	2,784	3,500	2,000	2,000
<b>Total Services</b>	<b>157,801</b>	<b>107,769</b>	<b>134,790</b>	<b>133,822</b>	<b>165,027</b>	<b>105,717</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 164,892</b>	<b>\$ 137,082</b>	<b>\$ 146,644</b>	<b>\$ 145,822</b>	<b>\$ 171,027</b>	<b>\$ 111,717</b>

DEPARTMENT: Police (10)  
 FUND: General  
 RESPONSIBLE MANAGER: Bruce Linton

DIVISION: Tukwila Anti-Crime  
 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 checks.

**Expenditure Summary**

<i>Police - Tukwila Anti-Crime</i>									
Expenditures	Actual			Budget			Percent Change		
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20	
Salaries & Wages	\$ 408,488	\$ 563,769	\$ 548,142	\$ 563,576	\$ 719,269	\$ 731,133	27.63%	1.65%	
Personnel Benefits	140,505	182,600	186,613	204,770	244,899	255,086	19.60%	4.16%	
Supplies	2,180	4,886	2,814	2,000	2,500	2,500	25.00%	0.00%	
Services	90,980	61,550	100,041	98,679	97,929	86,689	-0.76%	-11.48%	
<b>Expenditure Total</b>	<b>\$ 642,153</b>	<b>\$ 812,805</b>	<b>\$ 837,611</b>	<b>\$ 869,025</b>	<b>\$ 1,064,597</b>	<b>\$ 1,075,408</b>	<b>22.50%</b>	<b>1.02%</b>	

**Expenditure Detail - Salaries and Benefits**

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

<i>Police - Tukwila Anti-Crime</i>							
Position	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Sergeant	1	1	\$ 117,040	\$ 34,249	1	\$ 119,280	\$ 35,647
Police Officer	4	4	414,428	161,242	4	422,160	168,244



## Expenditure Detail – Supplies, Services and Other

Supplies includes miscellaneous office supplies; services include equipment rental and repair, and license inspections, among others.

<i>Police - Tukwila Anti-Crime</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.10.521.250.31.00 Supplies - Office & Operating	\$ 2,180	\$ 4,886	\$ 2,814	\$ 2,000	\$ 2,500	\$ 2,500
<b>Total Supplies</b>	<b>2,180</b>	<b>4,886</b>	<b>2,814</b>	<b>2,000</b>	<b>2,500</b>	<b>2,500</b>
000.10.521.250.42.00 Communication - Cellular phone services	3,268	3,887	-	-	-	-
000.10.521.250.43.00 Travel - Mileage, parking, etc.	68	124	-	-	-	-
000.10.521.250.45.00 Rental - Vehicle rentals and leases	20,272	19,295	29,000	29,000	29,000	29,000
000.10.521.250.45.94 Rental -Equipment Replacement Fund	21,820	2,675	2,675	2,675	13,580	2,675
000.10.521.250.45.95 Rental - Equipment Rental O & M	32,887	30,325	56,004	56,004	44,349	44,014
000.10.521.250.48.00 R&M - Equipment Maintenance	-	-	50	1,000	1,000	1,000
000.10.521.250.49.00 Misc - Misc. expenses to include drug expenses, license inspections	12,665	5,245	12,313	10,000	10,000	10,000
<b>Total Services</b>	<b>90,980</b>	<b>61,550</b>	<b>100,041</b>	<b>98,679</b>	<b>97,929</b>	<b>86,689</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 93,159</b>	<b>\$ 66,436</b>	<b>\$ 102,856</b>	<b>\$ 100,679</b>	<b>\$ 100,429</b>	<b>\$ 89,189</b>

DEPARTMENT: Police (10)  
 FUND: General  
 RESPONSIBLE MANAGER: Bruce Linton

DIVISION: Professional Standards  
 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.

**Expenditure Summary**

<i>Police - Professional Standards</i>								
Expenditures	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 1,263,547	\$ 1,051,783	\$ 1,178,102	\$ 1,469,488	\$ 129,464	\$ 131,708	-91.19%	1.73%
Personnel Benefits	428,460	367,320	424,090	578,363	44,178	46,013	-92.36%	4.15%
Supplies	20,221	27,450	8,778	8,300	10,300	10,300	24.10%	0.00%
Services	42,439	19,280	9,605	10,388	80,127	75,653	671.34%	-5.58%
<b>Expenditure Total</b>	<b>\$ 1,754,667</b>	<b>\$ 1,465,834</b>	<b>\$ 1,620,576</b>	<b>\$ 2,066,539</b>	<b>\$ 264,069</b>	<b>\$ 263,674</b>	<b>-87.22%</b>	<b>-0.15%</b>

**Expenditure Detail - Salaries and Benefits**

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

<i>Police - Professional Standards</i>							
Position	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Sergeant	3	1	\$ 116,148	\$ 42,858	1	\$ 118,392	\$ 44,693
Community Oriented Policing Coordinator	1	0	-	-	0	-	-
Police Officer	11	0	-	-	0	-	-

## Expenditure Details – Supplies, Services and Other

Supplies include office supplies and supplies for D.A.R.E program; services include rental of equipment, equipment repair charges, among others.

### Police - Professional Standards

Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.10.521.300.31.00 Supplies - Office & Operating	\$ 15,507	\$ 23,761	\$ 5,231	\$ 4,300	\$ 6,300	\$ 6,300
000.10.521.300.31.01 Supplies - Dare	4,714	3,690	3,548	4,000	4,000	4,000
<b>Total Supplies</b>	<b>20,221</b>	<b>27,450</b>	<b>8,778</b>	<b>8,300</b>	<b>10,300</b>	<b>10,300</b>
000.10.521.300.42.00 Communication	6,457	4,698	-	-	-	-
000.10.521.300.43.00 Travel - Mileage, parking	5,451	(15)	-	-	-	-
000.10.521.300.43.01 Travel - Dare Donations	-	-	222	-	-	-
000.10.521.300.44.00 Advertising	13	453	-	400	-	-
000.10.521.300.45.00 Equipment Rentals	1,209	-	-	-	-	-
000.10.521.300.45.94 Rental - Equipment Replacement Fund	11,561	1,365	1,365	1,365	5,672	1,365
000.10.521.300.45.95 Rental - Equipment Rental O & M	14,052	11,413	3,023	3,023	22,855	22,688
000.10.521.300.47.21 Public Utility - Electricity	889	832	-	-	-	-
000.10.521.300.47.25 Public Utility - Water	-	119	-	-	-	-
000.10.521.300.47.26 Public Utility - Surface water chgs	233	245	-	-	-	-
000.10.521.300.48.00 R&M - Maintenance Fees, including Axon	547	42	-	1,000	51,000	51,000
000.10.521.300.49.00 Misc Fees & Expenditures	2,028	130	4,995	4,600	600	600
<b>Total Services</b>	<b>42,439</b>	<b>19,280</b>	<b>9,605</b>	<b>10,388</b>	<b>80,127</b>	<b>75,653</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 62,661</b>	<b>\$ 46,730</b>	<b>\$ 18,384</b>	<b>\$ 18,688</b>	<b>\$ 90,427</b>	<b>\$ 85,953</b>



DEPARTMENT: Police (10)  
 FUND: General  
 RESPONSIBLE MANAGER: Bruce Linton

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

**Description**

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

**Expenditure Summary**

<i>Police - Training</i>									
Expenditures	Actual			Budget			Percent Change		
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20	
Salaries & Wages	\$ 121,043	\$ 111,248	\$ 121,456	\$ 117,693	\$ 118,442	\$ 120,392	0.64%	1.65%	
Personnel Benefits	36,677	35,098	38,638	40,459	39,165	40,789	-3.20%	4.15%	
Supplies	40,508	45,708	47,980	44,500	40,000	40,000	-10.11%	0.00%	
Services	82,113	94,535	97,850	88,621	75,621	75,621	-14.67%	0.00%	
<b>Expenditure Total</b>	<b>\$ 280,342</b>	<b>\$ 286,589</b>	<b>\$ 305,923</b>	<b>\$ 291,273</b>	<b>\$ 273,227</b>	<b>\$ 276,802</b>	<b>-6.20%</b>	<b>1.31%</b>	

**Expenditure Detail - Salaries and Benefits**

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

<i>Police - Training</i>							
Position	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits

## Expenditure Detail - Supplies and Services

Supplies includes miscellaneous office supplies; services include instructor fees, travel for training, equipment rental and repair, memberships, and registrations, among others.

### Police - Training

Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.10.521.400.31.00 Supplies - Office & Operating	40,508	45,708	47,980	44,500	40,000	40,000
<b>Total Supplies</b>	<b>40,508</b>	<b>45,708</b>	<b>47,980</b>	<b>44,500</b>	<b>40,000</b>	<b>40,000</b>
000.10.521.400.41.00 Prof Svcs - Outside Trainers	\$ 2,857	\$ 140	\$ 9,000	\$ 9,000	\$ 4,000	\$ 4,000
000.10.521.400.42.00 Communication	-	1,225	-	-	-	-
000.10.521.400.43.00 Travel - Department Training Travel	33,825	33,847	37,990	26,380	26,380	26,380
000.10.521.400.45.00 Rentals - Includes Range Fees, SIR, etc.	1,150	1,479	1,800	1,800	1,800	1,800
000.10.521.400.48.00 R&M - Repairs to Training Equipment	306	-	1,000	2,500	2,500	2,500
000.10.521.400.49.00 Misc - Registrations for department training	43,976	57,844	48,060	48,941	40,941	40,941
<b>Total Services</b>	<b>82,113</b>	<b>94,535</b>	<b>97,850</b>	<b>88,621</b>	<b>75,621</b>	<b>75,621</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 122,622</b>	<b>\$ 140,243</b>	<b>\$ 145,829</b>	<b>\$ 133,121</b>	<b>\$ 115,621</b>	<b>\$ 115,621</b>

DEPARTMENT: Police (10)  
 FUND: General  
 RESPONSIBLE MANAGER: Bruce Linton

DIVISION: Traffic  
 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.

**Expenditure Summary**

*Police - Traffic*

Expenditures	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 407,843	\$ 373,392	\$ 346,326	\$ 431,728	\$ 620,807	\$ 635,684	43.80%	2.40%
Personnel Benefits	132,680	122,992	123,653	150,681	232,388	243,012	54.23%	4.57%
Supplies	7,588	8,584	14,105	4,600	4,600	4,600	0.00%	0.00%
Services	28,753	20,354	13,361	20,022	71,089	53,684	255.05%	-24.48%
Intergovt. Services & Taxes	1,015,006	1,096,931	1,131,134	1,168,917	1,177,353	1,212,591	0.72%	2.99%
<b>Expenditure Total</b>	<b>\$ 1,591,871</b>	<b>\$ 1,622,253</b>	<b>\$ 1,628,579</b>	<b>\$ 1,775,948</b>	<b>\$ 2,106,237</b>	<b>\$ 2,149,571</b>	<b>18.60%</b>	<b>2.06%</b>

**Expenditure Detail - 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	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Sergeant	1	1	\$ 119,548	\$ 39,674	1	\$ 121,752	\$ 41,331
Police Officer	2	4	410,924	153,242	4	419,304	159,966



## Expenditure Detail – Supplies, Services and Other

Supplies includes miscellaneous office supplies; services include equipment rental and repair, among others.

### Police - Traffic

Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.10.521.700.31.00 Supplies - Office & Operating	\$ 7,588	\$ 8,584	\$ 14,105	\$ 4,600	\$ 4,600	\$ 4,600
<b>Total Supplies</b>	<b>7,588</b>	<b>8,584</b>	<b>14,105</b>	<b>4,600</b>	<b>4,600</b>	<b>4,600</b>
000.10.521.700.42.00 Communication	35	-	-	-	-	-
000.10.521.700.45.00 Rentals	2,054	676	-	-	-	-
000.10.521.700.45.94 Rental -Equipment Replacement Fund	19,274	989	989	989	18,906	989
000.10.521.700.45.95 Rental - Equipment Rental O & M	5,562	15,037	8,533	8,533	47,183	47,695
000.10.521.700.48.00 R&M - Radar/LIDAR Repair & Certification	1,804	1,294	3,311	10,000	4,500	4,500
000.10.521.700.49.00 Misc Fees & Expenditures	24	2,357	528	500	500	500
<b>Total Services</b>	<b>28,753</b>	<b>20,354</b>	<b>13,361</b>	<b>20,022</b>	<b>71,089</b>	<b>53,684</b>
000.10.521.240.51.00 Intergovt Prof Svcs - Dispatching and Data	1,015,006	1,096,931	1,131,134	1,168,917	1,177,353	1,212,591
<b>Total Intergovernmental</b>	<b>1,015,006</b>	<b>1,096,931</b>	<b>1,131,134</b>	<b>1,168,917</b>	<b>1,177,353</b>	<b>1,212,591</b>
<b>Total Supplies, Services and Other</b>	<b>\$1,051,348</b>	<b>\$ 1,125,869</b>	<b>\$ 1,158,600</b>	<b>\$1,193,539</b>	<b>\$1,253,042</b>	<b>\$1,270,875</b>

DEPARTMENT: Police (10)  
 FUND: General  
 RESPONSIBLE MANAGER:

DIVISION: Special Operations  
 FUND NUMBER: 000  
 POSITION: Chief of Police

**Description**

The Special Operations Division houses the Police Department's more specialized and proactive teams and equipment. Examples include the Community Policing Team, SWAT/Civil Disturbance/Hostage Negotiator equipment and vehicles, School Resource Officer, and Court/Jail Transport Officers.

**Expenditure Summary**

<i>Police - Special Operations</i>								
Expenditures	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ 924,826	\$ 945,147	-	2.20%
Personnel Benefits	-	-	-	-	355,343	371,179	-	4.46%
Supplies	-	-	-	-	15,000	15,000	-	0.00%
Intergovt. Services & Taxes	-	-	-	-	13,167	13,167	-	0.00%
<b>Expenditure Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,308,337</b>	<b>\$ 1,344,493</b>	<b>-</b>	<b>2.76%</b>

**Expenditure Detail - Salaries and Benefits**

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

<i>Police - Special Operations</i>							
Position	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Police Sergeant	0	1	\$ 117,274	\$ 43,008	1	\$ 120,000	\$ 44,906
Police Officer	0	8	807,552	312,335	8	825,147	326,272

**Expenditure Detail – Supplies, Services and Other**

Supplies include specialized gear specific to the teams included within this division. Operating Rentals and Leases includes vehicles such as SWAT/Hostage Negotiator vehicles, PD Command Vehicles, Transport Vehicles, as well as vehicles assigned to individual members of these teams.

*Police - Special Operations*

Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.10.521.260.31.04 Supplies - Emergency Services Unit	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
000.10.521.260.31.05 Supplies - Civil Disturbance Unit	-	-	-	-	5,000	5,000
<b>Total Supplies</b>	-	-	-	-	<b>15,000</b>	<b>15,000</b>
<b>Total Services</b>	-	-	-	-	-	-
000.10.521.260.51.00 Intergovt Prof Svcs - VSWAT Operating Fees	-	-	-	-	13,167	13,167
<b>Total Intergovernmental</b>	-	-	-	-	<b>13,167</b>	<b>13,167</b>
<b>Total Supplies, Services and Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,167</b>	<b>\$ 28,167</b>



the communications around Mayor’s letters and she is looking forward to process improvements to insure the Council is kept informed and asked to weigh in when appropriate.  
**DISCUSSION ONLY.**

C. 2019-2020 Biennial Budget:

Staff presented proposed budgets for the following departments:



*Police Department*

The proposed Police Department budget for 2019 includes a +2.26% increase over 2018 and a 2020 increase of +1.48% over 2019. The budget includes salaries/benefits, supplies, services, animal control, SCORE jail, ValleyComm, and a K9 replacement. The organizational chart includes updated titles and positions that better reflect the current operating structure.


*Municipal Court*

The proposed Court budget includes salaries and benefits, 25% reduction in office supplies, and stable services expenditures. Reductions were made to interpreters and witness and juror fees, offset by an increase to the Securitas contract and equipment rentals and leases. If the red light camera pilot project is approved by Council, the Court anticipates increasing two .5 FTEs to full-time.

**FORWARD TO OCTOBER 22, 2018 COMMITTEE OF THE WHOLE.**

**III. MISCELLANEOUS**

**Adjourned 6:18 p.m.**

 Committee Chair Approval

Summary by LH











## **INFORMATIONAL MEMORANDUM**

**TO: Public Safety Committee**

**FROM: Kimberly Walden, Judge; Trish Kinlow, Court Administrator**

**CC: Mayor Ekberg**

**DATE: 10/10/2018**

**SUBJECT: 2019-2020 Court Budget**

### **ISSUE**

City departments are developing their proposals for the 2019-2020 biennial budget while also incorporating methods of Priority Based Budgeting (PBB). The 2019-2020 biennial budget will include general fund department budgets allocated to programs. The City Council requested that individual departmental budgets be presented to its standing committees as they become available.

### **BACKGROUND**

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.

### **DISCUSSION**

#### **Salaries and Benefits**

COLA increases were applied to salaries, and benefits were adjusted to account for changes in healthcare and retirement. Additionally, if the council approves the Police Department's request to move forward with traffic safety cameras, the court anticipates the need to increase two of the part-time FTE positions to full-time at the start of the program. Additional increases in FTEs will be necessary if the traffic safety camera program produces a large number of infractions.

#### **Supplies and Services**

The budget for office supplies was reduced nearly 25%. Services expenditures remain relatively stable. Reductions were made to expenditures for interpreters and witness and juror fees. These reductions were offset by increases for the Securitas contract and equipment rentals and leases.

**RECOMMENDATION**

Staff is seeking Public Safety Committee feedback on the proposed department budget and direction and to forward it to the Committee of the Whole for consensus on October 22, 2018.

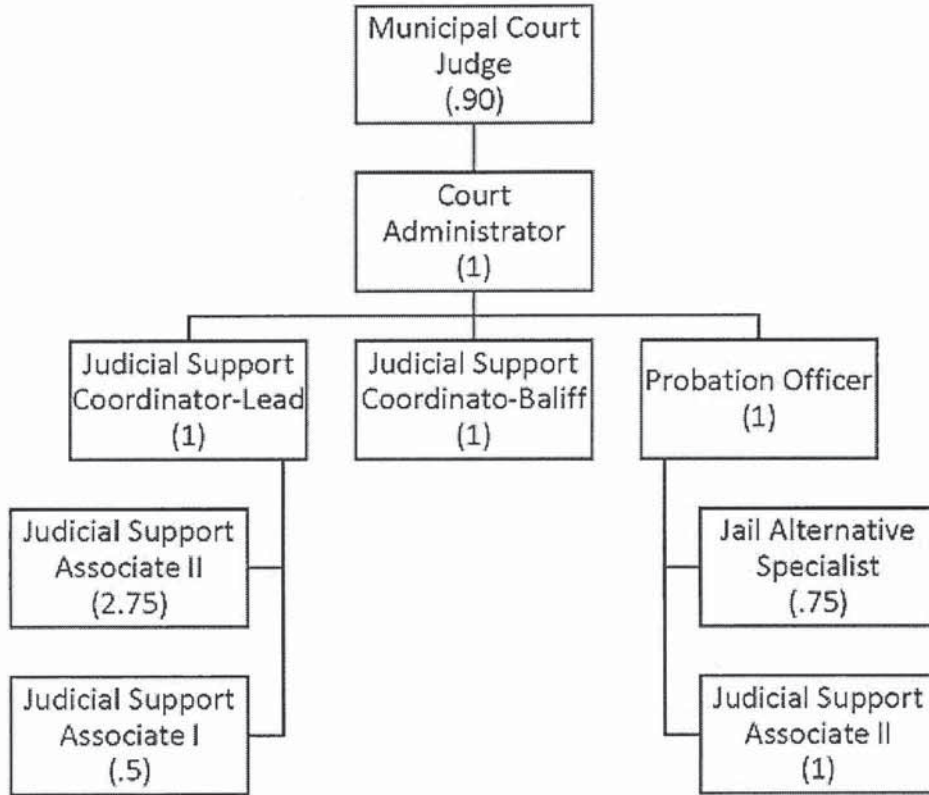
**ATTACHMENTS**

Draft 2019-2020 Court Biennial Budget



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## Court





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DEPARTMENT: Court (09)  
FUND: General  
RESPONSIBLE MANAGER: Kimberly Walden

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.

### 2017-2018 Accomplishments

- ◆ Participated and supported State court efforts to develop a statewide case management system. **Strategic Goal 4**
- ◆ Full implementation of OCourt and electronic document storage (Laserfiche) resulting in more efficient case flow management. Completed initial implementation and will continue to expand use. **Strategic Goal 4**
- ◆ Streamlined and uniformed processes and forms which assists in creating consistency with neighboring courts, resulting in increased compliance with court orders. **Strategic Goal 4**
- ◆ Enhanced collaboration between court, public defender, prosecutor and police for continued improved efficiencies between all parties. **Strategic Goal 2**
- ◆ Improved court participation in citywide community outreach efforts. **Strategic Goal 2**
- ◆ Implementation of OCourt for case setting and court forms, as well as Laserfiche for electronic court files. This implementation creates opportunities to reduce court expenditures and improve services. **Strategic Goal 4**
- ◆ Rewrote the curriculum for the Washington State Probation Academy. **Strategic Goal 4**
- ◆ Continue to participate in county-wide trial court coordination efforts. **Strategic Goal 2**
- ◆ Expanded community connections by hosting three Junior Achievement sessions as part the Courts For Kids program (C4K), school collaboration efforts, and mock trials. **Strategic Goal 2**

### 2019-2020 Outcome Goals

- ◆ Continue to participate and support state court efforts to secure a statewide case management system. **Strategic Goal 4.**
- ◆ Continued collaboration with Renton and SeaTac Municipal Courts to expand use of technology for the improvement of court services to decrease court expenditures: improve calendar setting;



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online forms (including multiple languages); scanning; self-scheduling for traffic hearings, and a jury management system. **Strategic Goal 4**

- ◆ Continue working with the CLJs in King County on the Unified Payment Program (relicensing program). **Strategic Goal 4**
- ◆ Continue to provide input to the Executive Branch in preparation for compliance with Supreme Court Indigent Defense Standards for Criminal Offender Cases: post filing diversion programs; Improved notification to Public Defenders for assigned cases. **Strategic Goal 5**
- ◆ Continue to improve and expand probation services by expanding in-house MRT Classes; retool and expand jail alternative program. **Strategic Goal 2**
- ◆ Continue to focus on Court's succession plan to include participation in State and local training opportunities. **Strategic Goal 2**
- ◆ Continue to participate in county-wide trial court coordination efforts. **Strategic Goal 2**
- ◆ Increase joint meetings with police department, prosecutor and public defender to enhance communication, and improve court services. **Strategic Goal 2**
- ◆ Expand community connections to include Courts For Kids (C4K), school collaboration efforts, mock trials, and Faith Based Summit on Domestic Violence. **Strategic Goal 2**

#### **2019-2020 Indicators of Success**

- ◆ Full implementation of OCourt and electronic document storage (Laserfiche) resulting in more efficient case flow management.
- ◆ Provided input in the statewide review of legal financial obligations to change the long-term effects on the impoverished.
- ◆ Increased succession planning efforts.
- ◆ Full participation in the City's new performance evaluation system.
- ◆ Streamlined and uniformed processes and forms which assists in creating consistency with neighboring courts, which results in increased compliance with court orders.
- ◆ Enhanced collaboration between court, public defender, prosecutor and police for continued improved efficiencies between all parties.
- ◆ Improved court participation in citywide community outreach efforts.

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## Performance Measures

<i>Court - Performance Measures</i>							
	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Estimated	2019 Projection	2020 Projection
Charges Filed	4,110	5,000	6,700	4,500	2,700	3,500	3,500
Infraction Proceedings	13,330	13,000	12,500	12,500	800	1,000	1,000
Criminal Proceedings	2,400	3,150	3,200	3,600	6,200	7,000	7,000
<b>Total Revenue Collected</b>	<b>321,950</b>	<b>235,000</b>	<b>559,000</b>	<b>608,000</b>	<b>440,000</b>	<b>400,000</b>	<b>400,000</b>

## Budget Change Discussion

**Salaries & Benefits** COLA increases were applied to salaries, and benefits were adjusted to account for changes in healthcare and retirement. Additionally, if the council approves the Police Department's request to move forward with traffic safety cameras, the court anticipates the need to increase two of the part-time FTE positions to full-time at the start of the program. Additional increases in FTEs will be necessary if the traffic safety camera program produces a large number of infractions.

**Supplies and Services** Several changes were made to this category. Court security line was increased due to contractual obligations. Other line items had minor changes.

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**Department Detail:**

**Staffing and Expenditure by Program**



PROGRAMS	FTE	BUDGET				YEAR-TO-YEAR PERCENT CHANGE
		2019	% of Total Budget	2020	% of Total Budget	2019-20
Law Related Education	1.01	133,893	10.3%	136,764	10.3%	2.1%
Court Administration	0.59	116,307	9.0%	118,768	9.0%	2.1%
Court Hearings	0.48	98,594	7.6%	98,754	7.4%	0.2%
Administrative and Logistical Support for the Judges	0.61	79,615	6.1%	81,807	6.2%	2.8%
Scanning	0.61	58,212	4.5%	59,581	4.5%	2.4%
Customer Assistance and Payment Processing	0.51	55,032	4.2%	56,522	4.3%	2.7%
Compliance Monitoring	0.56	54,692	4.2%	56,041	4.2%	2.5%
Case Preparation	0.48	49,213	3.8%	50,516	3.8%	2.6%
Formal & Monitored Probation Supervision	0.30	47,889	3.7%	49,017	3.7%	2.4%
Warrants	0.36	44,089	3.4%	44,907	3.4%	1.9%
Commissions, Associations, Boards, and Committees	0.19	33,285	2.6%	34,028	2.6%	2.2%
Public Record Act/Subpoena Responses	0.30	27,695	2.1%	28,368	2.1%	2.4%
Maintenance of Court Records	0.23	27,201	2.1%	27,906	2.1%	2.6%
Court Interpreter Management	0.25	26,914	2.1%	27,655	2.1%	2.8%
Court Financial Operations	0.17	26,003	2.0%	26,594	2.0%	2.3%
Collections/Write-Offs/Maintenance of Inactive Cases	0.22	25,742	2.0%	26,367	2.0%	2.4%
Non-Compliance Case Processing (Probation)	0.18	24,934	1.9%	25,536	1.9%	2.4%
Court Required Educational Programs	0.18	24,729	1.9%	25,331	1.9%	2.4%
Customer Service	0.20	24,292	1.9%	24,835	1.9%	2.2%
Adjudication - General Offenses & Traffic	0.16	23,946	1.8%	24,236	1.8%	1.2%
Account Reconciliation and Auditing	0.15	21,503	1.7%	21,989	1.7%	2.3%
Technical Support - Court Case Management Systems	0.20	21,369	1.6%	21,902	1.7%	2.5%
Judicial Administration	0.10	20,830	1.6%	20,864	1.6%	0.2%
Community Work Alternative	0.16	20,051	1.5%	20,508	1.5%	2.3%
LFO Recovery Programs	0.23	19,730	1.5%	20,432	1.5%	3.6%
Community Service	0.15	17,737	1.4%	18,190	1.4%	2.6%
Policy & Procedures, & Program Management	0.09	17,322	1.3%	17,689	1.3%	2.1%
Pre-Sentence Investigations	0.10	15,963	1.2%	16,339	1.2%	2.4%
Community Education and Outreach	0.08	14,925	1.1%	15,124	1.1%	1.3%
Mail Processing	0.13	13,313	1.0%	13,628	1.0%	2.4%
Video Conference Facilitation	0.10	12,665	1.0%	13,022	1.0%	2.8%
Collections	0.12	12,572	1.0%	12,910	1.0%	2.7%
Records Retention/Appeals Management/Mental Health	0.10	11,604	0.9%	11,881	0.9%	2.4%
Bail Bonds	0.10	11,604	0.9%	11,881	0.9%	2.4%
Assessment of Court Costs/Fines/Restitution	0.05	9,258	0.7%	9,273	0.7%	0.2%
Day Reporting	0.08	8,766	0.7%	8,993	0.7%	2.6%
Public Defender Screening	0.08	8,766	0.7%	8,993	0.7%	2.6%
Citations/Fines and Fees	0.09	8,671	0.7%	8,936	0.7%	3.1%
Data Input	0.09	8,671	0.7%	8,936	0.7%	3.1%
Jury Manager/Management	0.07	8,335	0.6%	8,545	0.6%	2.5%
Conflict Counsel - Indigent Defendants	0.05	8,186	0.6%	8,374	0.6%	2.3%
Community Service	0.04	3,288	0.3%	3,405	0.3%	3.6%
Non-Compliance Case Processing (Admin)	-	820	0.1%	820	0.1%	-
<b>PROGRAM TOTALS</b>	<b>9.90</b>	<b>1,298,227</b>	<b>100%</b>	<b>1,326,167</b>	<b>100%</b>	<b>2.2%</b>

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## Program Descriptions

Law Related Education: Attend court and job specific training; Participate in Misdemeanant Probation Association. This program is supported by both Court Administration and Probation.

Court Administration: Manage all non-judicial functions of the court including hiring, termination, court policy development/input, case flow management, court financials, technology, business continuity in the event of a crisis, etc. Responsible for vendor selection and contract negotiations for court security services. Ensure case flow management meets with the legal requirements according to the law and court rules; manage the reimbursement grant for interpreter services which includes reporting activity, coordinate countywide compliance (Municipal Courts), negotiate interpreter rates. Responsible for vendor selection and contract negotiations for Court security services. Oversee the court's website and work with the Executive Branch on keeping the website current; oversee the installation, maintenance, operation of all audio/video equipment.

Court Hearings: Preside over all hearings; pc, conditions of release. Arraignments, pretrials, readiness, motions, mitigation/contested, jury trials, voir dire, civil protection orders, mental health hearings, etc. Responsible for ensuring a proper record of court hearings is created.

Administrative and Logistical Support for the Judges: Provide administrative support to the bench and provide oversight of all non-judicial functions in the courtroom including entering for DVPO'S, NCO's, firearm orders, protection orders; assist attorneys, defendants and those in-custody; responsible for managing the jury.

Scanning: Laserfiche.

Customer Assistance and Payment Processing: Provide customer service, schedule hearings, process warrants, process payments; general customer service responsibilities.

Compliance Monitoring: Review conditions of sentence and schedule hearings.

Case Preparation: Input new case filings.

Formal and Monitored Probation Supervision: Provide case management and monitor compliance; review probation files to ensure compliance with case conditions.

Warrants: Order warrants, oversee warrant hearings (motion to recall and expired warrants; process Judge's rulings; process warrants as ordered by the Judge and in accordance with policy and procedures.

Commissions, Associations, Boards, and Committees: DMCMA & DMCJA committees, trainings.

Public Record Act/Subpoena Responses: Respond to public records requests by providing information as requested within the guidelines of the law and local court policy.



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Maintenance of Court Records: Laserfiche/retention as well as audio and docket.

Court Interpreter Management: Maintain database and schedule interpreters for hearings.

Court Financial Operations: Manage all financial operations of the court including daily financial accounting, monthly accounting, budget preparation/management, account reconciliation, etc.

Collections/Write-Offs/Maintenance of Inactive Cases: Process collections, process 10 year write offs, expungements and process inactive cases.

Non-Compliance Case Processing (Probation): File violations, attend hearings, make recommendations.

Court Required Educational Programs: Provide/facilitate classes such as DV MRT.

Customer Service: Assist customers in person and over the phone including accepting payments, completing paperwork, scheduling hearings, customer inquiries, etc.

Adjudication - General Offenses & Traffic: Adjudicate FTA's upon payment in full; mitigation, contested hearings. Issue findings on traffic/non-traffic infractions resulting from mitigation, contested hearings.

Account Reconciliation and Auditing: Reconcile bank statements and JIS accounting records.

Technical Support - Court Case Management Systems: Works with the Technology and Innovation Department (Executive Branch), court system vendors and AOC to troubleshoot system issues. Makes recommendations for technology improvements.

Judicial Administration: General administration costs expenditures.

Community Work Alternative: Judge orders commitment, In-court services issues commitments, Jail Alternative makes sure commitment is completed.

LFO Recovery Programs: Coordinate the Unified Payment Program (Relicensing Program).

Community Service (Probation): Coordinate work crew, community work program, and community service program.

Policy, Procedures & Program Management: Draft local policies for judicial review and approval; develop procedures for daily processes; manage the development of court programs including focus, design and implementation.

Pre-Sentence Investigations: Conduct pre-sentence investigations, make sentencing recommendations.

Community Education and Outreach: Educate the community and surrounding areas on the law and judicial processes through community education events including partnership with schools, churches, and civic organizations.

Mail Processing: Process incoming and outgoing mail.

Video Conference Facilitation: Operation of video court.

Collections: Process and refer past due accounts to collections.



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Records Retention/Appeals Management/Mental Health: Retention and destruction schedules; process and refer cases to Superior Court RALJ Division; process paperwork and order mental health evaluations.

Bail Bonds: Input new bail bonds and process exonerations and forfeiture. Schedule bail bond hearings and send notices of forfeiture to bond companies and individuals.

Assessment of Court Costs/Fines/Restitution: Impose required court costs, fees, and restitution.

Day Reporting: Coordinate and supervise day reporting program.

Public Defender Screening: Assistance at front counter, probation, and courtroom.

Citations/Fines and Fees: Receipt payments for fines and penalties.

Data Input: Input and update case date in the statewide case management system (JIS).

Jury Manager/Management: Order/mail/track/summons/prepare payment invoices.

Conflict Counsel - Indigent Defendants: Assign conflict counsel to defendants when necessary.

Community Service (Admin): Verify hours upon receipt of form. Community service is filed at front counter or courtroom. Docket entries made re: case.

Non-Compliance Case Processing (Admin): Admin reviews/case condition reviews, review hearings for noncompliance, docket updates.

## Expenditure Summary

Court								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 723,501	\$ 757,068	\$ 784,049	\$ 777,647	\$ 797,741	\$ 813,546	2.58%	1.98%
Personnel Benefits	291,891	312,811	339,279	353,457	336,527	348,662	-4.79%	3.61%
Supplies	12,988	16,187	17,996	14,283	10,728	10,728	-24.89%	0.00%
Services	127,020	147,107	144,779	150,420	153,225	153,225	1.86%	0.00%
Intergovt. Svcs & Taxes	-	-	1	5	5	5	0.00%	0.00%
<b>Department Total</b>	<b>\$ 1,155,400</b>	<b>\$ 1,233,173</b>	<b>\$ 1,286,104</b>	<b>\$ 1,295,812</b>	<b>\$ 1,298,227</b>	<b>\$ 1,326,166</b>	<b>0.19%</b>	<b>2.15%</b>

## Expenditure Detail - Salaries and Benefits

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

Court - Administration							
Position Description	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Municipal Court Judge	0.64	0.68	\$ 98,342	\$ 29,344	0.68	\$ 97,864	\$ 30,047
Court Administrator	0.75	0.75	99,175	36,881	0.75	101,163	38,035
Admin Support Coordinator	1	1	71,744	27,739	1	73,483	28,767
Bailiff Court	1	1	70,447	39,642	1	72,349	41,311
Admin Support Technician	2.75	2.75	152,299	67,088	2.75	157,066	69,566
Admin Support Assistant	0.50	0.50	28,804	6,280	0.50	29,509	6,453
Extra Labor			1,858	184		1,858	184
Overtime			3,731	370		3,731	370
<b>Total Administration</b>	<b>6.64</b>	<b>6.67</b>	<b>\$ 526,399</b>	<b>\$ 207,528</b>	<b>6.67</b>	<b>\$ 537,024</b>	<b>\$ 214,733</b>

Court - Probation							
Position Description	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Municipal Court Judge	0.21	0.23	\$ 32,781	\$ 9,781	0.23	\$ 32,621	\$ 10,016
Court Administrator	0.25	0.25	33,058	12,294	0.25	33,721	12,678
Probation Officer	1	1	98,398	44,669	1	100,464	46,363
Admin Support Technician	1	1	54,734	36,360	1	56,135	37,923
Admin Support Specialist	0.75	0.75	49,619	25,623	0.75	50,828	26,677
Extra Labor			1,822	181		1,822	181
Overtime			930	92		930	92
<b>Total Probation</b>	<b>3.21</b>	<b>3.23</b>	<b>\$ 271,342</b>	<b>\$ 129,000</b>	<b>3.23</b>	<b>\$ 276,522</b>	<b>\$ 133,929</b>
<b>Department total</b>	<b>9.85</b>	<b>9.90</b>	<b>\$ 797,741</b>	<b>\$ 336,527</b>	<b>9.90</b>	<b>\$ 813,546</b>	<b>\$ 348,662</b>

## Expenditure Detail – Supplies, Services and Other

Supplies include miscellaneous office supplies. Services include pro tem judges, pro tem judge review, interpreters, court security, travel, memberships, training, and juror fees, among others.

<i>Court - Administration</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.09.512.500.31.00 Supplies - Office	\$ 10,053	\$ 10,623	\$ 13,311	\$ 10,528	\$ 7,028	\$ 7,028
000.09.512.500.35.00 Supplies - Small Tools & Minor Equipment	542	953	-	-	500	500
<b>Total Supplies</b>	<b>10,595</b>	<b>11,576</b>	<b>13,311</b>	<b>10,528</b>	<b>7,528</b>	<b>7,528</b>
000.09.512.500.41.00 Professional Services	64	-	-	-	-	-
000.09.512.500.41.01 Prof Svcs - Pro Tem Judges	13,440	19,050	11,683	12,000	11,500	11,500
000.09.512.500.41.03 Prof Svcs - Interpreters	40,320	34,651	33,848	39,000	36,000	36,000
000.09.512.500.42.00 Communication - Postage, delivery service, shipping, and KC I-Net Charges	3,886	6,691	6,302	8,300	8,300	8,300
000.09.512.500.43.00 Travel - Meals, parking, training-St Court Conf, Regional Trng, Team Trng/Retreat	3,057	7,082	4,021	3,500	3,500	3,500
000.09.512.500.45.00 Rental - Operating rentals and leases	2,094	7,653	4,418	2,000	7,700	7,700
000.09.512.500.48.00 R&M - Annual maintenance costs of JIS System printer, in-court Fax, Misc. equip.	521	348	4,075	2,000	1,000	1,000
000.09.512.500.49.00 Misc - Annual memberships, DMCJA, DMCMA, NACM, New employee/Bailiff trng, regional trng, Registration - annual training through DMCMA, DMCJA, Line Staff Conf.	5,786	13,711	10,704	8,320	8,070	8,070
000.09.512.500.49.01 Misc - Printing	4,561	2,653	3,437	2,000	1,000	1,000
000.09.512.500.49.04 Misc - Witness & Juror fees	4,079	2,388	4,248	6,000	2,500	2,500
000.09.512.500.49.08 Misc - credit card fees	2,091	2,172	2,464	2,200	2,200	2,200
<b>Total Services</b>	<b>79,899</b>	<b>96,399</b>	<b>85,200</b>	<b>85,320</b>	<b>81,770</b>	<b>81,770</b>
Intergovernmental						
000.09.512.500.53.00 Taxes & Assmnts - Excise tax	-	-	1	5	5	5
<b>Total Intergovernmental</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 90,494</b>	<b>\$ 107,975</b>	<b>\$ 98,511</b>	<b>\$ 95,853</b>	<b>\$ 89,303</b>	<b>\$ 89,303</b>



**Court - Probation**

Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.09.523.300.31.00 <i>Supplies</i> -Office and Operating	\$ 2,393	\$ 4,611	\$ 4,685	\$ 3,755	\$ 3,200	\$ 3,200
<b>Total Supplies</b>	<b>2,393</b>	<b>4,611</b>	<b>4,685</b>	<b>3,755</b>	<b>3,200</b>	<b>3,200</b>
000.09.523.300.41.00 <i>Prof Svcs</i> - NW Recovery Centers	3,015	56	5,000	5,000	5,000	5,000
000.09.523.300.41.01 <i>Prof Svcs</i> - Pro Tem Judges - Review Calendar Probation Cases	-	-	-	1,000	500	500
000.09.523.300.41.03 <i>Prof Svcs</i> - Interpreters for probation appts, Public Defender screening, Jail Alt. Prog.	480	-	-	1,000	500	500
000.09.523.300.41.04 <i>Prof Svcs</i> - Court Security	40,609	44,147	48,749	49,200	58,680	58,680
000.09.523.300.42.00 <i>Communication</i> - Postage, fax, and on- line usage	1,300	2,392	2,361	2,250	1,250	1,250
000.09.523.300.43.00 <i>Travel</i> - Meals, parking, training for Probation Dept.	362	2,308	1,989	4,000	3,000	3,000
000.09.523.300.45.00 Operating Rentals and Leases	150	-	-	-	-	-
000.09.523.300.48.00 <i>R&amp;M</i> - Annual maintenance costs for equipment in Probation Office	-	-	-	300	300	300
000.09.523.300.49.00 <i>Misc</i> - Registration for conferences and regional training	290	-	45	300	300	300
000.09.523.300.49.01 <i>Misc</i> - Annual memberships	115	255	405	550	425	425
000.09.523.300.49.02 <i>Misc</i> - Training	800	1,550	1,030	1,500	1,500	1,500
<b>Total Services</b>	<b>47,121</b>	<b>50,708</b>	<b>59,579</b>	<b>65,100</b>	<b>71,455</b>	<b>71,455</b>
<b>Total Supplies and Services</b>	<b>\$ 49,514</b>	<b>\$ 55,319</b>	<b>\$ 64,265</b>	<b>\$ 68,855</b>	<b>\$ 74,655</b>	<b>\$ 74,655</b>



the communications around Mayor’s letters and she is looking forward to process improvements to insure the Council is kept informed and asked to weigh in when appropriate.

**DISCUSSION ONLY.**

**C. 2019-2020 Biennial Budget:**

Staff presented proposed budgets for the following departments:

*Police Department*

The proposed Police Department budget for 2019 includes a +2.26% increase over 2018 and a 2020 increase of +1.48% over 2019. The budget includes salaries/benefits, supplies, services, animal control, SCORE jail, ValleyComm, and a K9 replacement. The organizational chart includes updated titles and positions that better reflect the current operating structure.



*Municipal Court*

The proposed Court budget includes salaries and benefits, 25% reduction in office supplies, and stable services expenditures. Reductions were made to interpreters and witness and juror fees, offset by an increase to the Securitas contract and equipment rentals and leases. If the red light camera pilot project is approved by Council, the Court anticipates increasing two .5 FTEs to full-time.

**FORWARD TO OCTOBER 22, 2018 COMMITTEE OF THE WHOLE.**

**III. MISCELLANEOUS**

***Adjourned 6:18 p.m.***

A handwritten signature in black ink, appearing to be 'LH' or similar initials, written over a horizontal line.

Committee Chair Approval

*Summary by LH*













## INFORMATIONAL MEMORANDUM

TO: Finance Committee

FROM: David Cline, City Administrator

BY: Cheryl Thompson, Executive Assistant

CC: Mayor Ekberg

DATE: October 10, 2018

SUBJECT: Mayor's Office Department 2019-2020 Proposed Budget

### ISSUE

As provided for in the budget process approved by the Finance Committee, Council Committees will be reviewing budget sections prior to review by the full Council. The Mayor's Office section of the budget is ready for review by the Finance Committee.

### BACKGROUND

The Mayor's Office is composed of Administration, the City Attorney's Office, the City Clerk's Office and Economic Development. The Mayor's Office Budget also includes the Planning Commission, the Equity and Social Justice Commission, the Arts Commission, the Park Commission and the Library Advisory Board.

### DISCUSSION

The proposed budget for the Mayor's Office is a **3.12 percent decrease** of the 2018 budget in 2019 and a **1.63 percent decrease** of the 2018 budget in 2020. The following will summarize the proposed changes to the Mayor's Office budget by division, in the order they appear in the budget document.

### Changes from 2017-2018 Budget

#### Administration

- Public Defense Contract for services reduced by \$24,000 due to a decrease in case assignments.
- Operating Supplies reduced by \$2,200 based on actual costs in previous years.
- Professional Services reduced by \$40,000 due to the reduction of the Summit Strategies Contract for Federal Lobbying Services.
- Memberships and Dues increased in 2020 based on increase in dues from Association of Washington Cities, Puget Sound Clean Air and Sound Cities Association.
- Leasehold Tax was added to the 2019 and 2020 budgets in the amount of \$20,000 each year after the State Auditor's Office, during their audit this year, identified that the City had lease agreements subject to Leasehold Tax. Payment was made in 2018 and this was added to cover Leasehold Tax payments going forward.

Boards and Commissions - Reductions made based on actual costs in 2016 & 2017.

#### Planning Commission

- Miscellaneous reduced by \$1,000.

Equity and Social Justice Commission

- Supplies reduced by \$1,125.
- Services reduced by \$2,550.

Arts Commission

- Repairs and Maintenance reduced by \$2,500.

Park Commission

- Miscellaneous reduced by \$400.

Library Advisory Board

- Operating Supplies reduced by \$1,000.

City Clerk

- Postage reduced by \$6,000.
- Micro-filming/Imaging reduced by \$10,000.

Economic Development

- Economic Development Liaison position reduced to .5 FTE from Economic Development budget with .5 FTE transferring to the Lodging Tax Fund budget.
- Professional services increased by \$3,000 but funds were reallocated from Miscellaneous.
- Travel reduced by \$2,000.
- Miscellaneous: \$3,000 reallocated to Professional Services and reduced by an additional \$5,750.

City Attorney

- \$5,000 for extra labor for prosecution support eliminated as we are now contracting for prosecution services.
- Office Supplies reduced by \$2,000 with the change in prosecution services.
- Contracted attorney services increased by 1.5% for 2019-2020.
- Special Matters reduced by \$29,000 which covers the 3% reduction for the division and still is in line with amount spent in previous years prior to the Public Safety Plan.

**RECOMMENDATION**

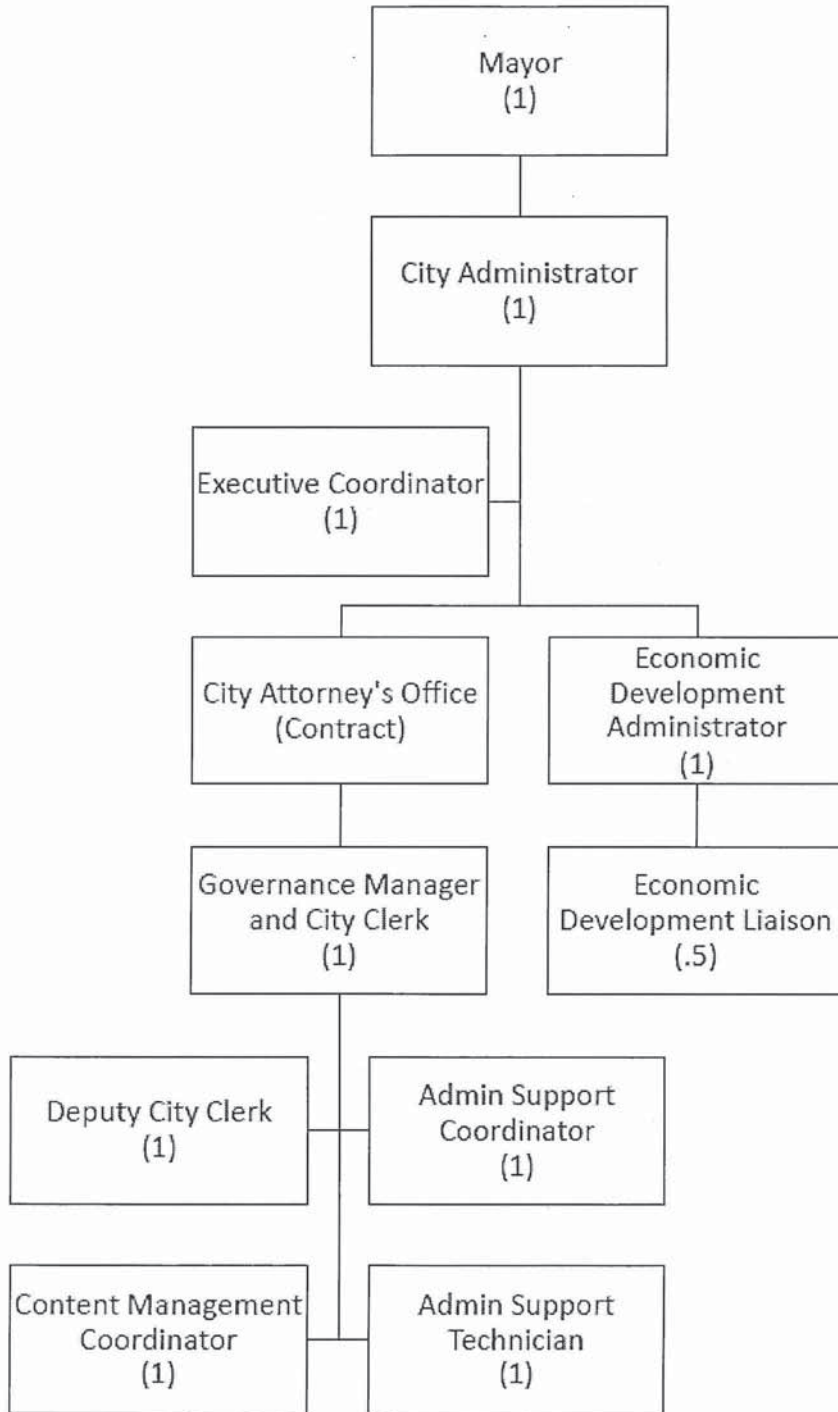
Staff recommends that the Finance Committee forward this section of the budget on to the Committee of the Whole for review. If there are no recommended changes Council consensus will be requested to move this departmental budget forward to the final budget package in October.

**ATTACHMENTS**

Draft Mayor's Office 2019-2020 Proposed Budget

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## Mayor's Office







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**DEPARTMENT:** Mayor (03)  
**FUND:** General  
**RESPONSIBLE MANAGER:** Allan Ekberg

**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 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 with his duties by the City Administrator. The Mayor's Office encompasses Administration, the City Attorney's Office, the City Clerk's Office, Communications & Government Relations, Economic Development, and Human Services.

### 2017-2018 Accomplishments

- ◆ Completed the sale of phase 1 land for Tukwila Village to developer and celebrated the grand opening of two affordable senior apartment buildings, the new Tukwila Library, Kona Kai Coffee, the Sullivan Center, and plaza. Formed non-profit community organization to operate the Sullivan Center and plaza. **Strategic Goals 1, 3 & 5**
- ◆ Awarded designation of four census tracts as Opportunity Zones to attract investment through federal capital gains tax incentives. Began marketing the opportunity zones and facilitating development. **Strategic Goals 1, 3 & 5**
- ◆ Supported Forterra's purchase of the Knights Inn motel for eventual partnership with Abu Bakr Islamic Center to develop affordable apartments and small business spaces. **Strategic Goals 1, 2, 3 & 5**
- ◆ Supported business outreach and negotiations related to the Public Safety Plan. **Strategic Goals 1 & 3**
- ◆ Finished Phase 2 of the GET-IT project, which added SEPA/EPIC permit records from 1991-2009 to the Digital Records Center. **Strategic Goal 4**

### 2019-2020 Outcome Goals

- ◆ Sale of the second (and final) phase of Tukwila Village land and opening of the final two senior apartment buildings and mini-food hall/small business incubator. **Strategic Goals 1, 3 & 5**
- ◆ Sale of land to HealthPoint to develop a health and wellness facility providing primary medical care, dental care, behavioral health and other community services. **Strategic Goal 2**
- ◆ Facilitate private redevelopment along Tukwila International Boulevard. **Strategic Goals 1, 3 & 5**

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- ◆ Facilitate private development in the Southcenter District with a focus around Tukwila pond. **Strategic Goals 1, 3 & 5**
  - ◆ Implement online records request system through the City's Digital Records Center. **Strategic Goal 4**
  - ◆ Finish GET-IT Phase 3 to include Public Works as-builts on the City's Digital Records Center. **Strategic Goal 4**
  - ◆ Facilitate 2019 election with King County Elections, provide enhanced Open Public Meetings Act training to new and returning elected officials implementing new best practices. **Strategic Goal 4**

#### **2019-2020 Indicators of Success**

- ◆ Continued implementation of Strategic Plan goals including increased partnerships between the City, businesses, non-profits, and regional organizations, as well as enhanced leadership by staff ensuring that City policies and practices reflect Tukwila's diverse community.
- ◆ Tukwila Village land sale and construction is finished; land sale to HealthPoint is complete and construction has started.
- ◆ Improvement of the public records request process resulting in a reduction of time spent fulfilling requests.



## Department Detail

### Staffing and Expenditure by Program

PROGRAMS	FTE	BUDGET				PERCENT CHANGE
		2019	% of Total Budget	2020	% of Total Budget	2019-20
Public Defense Program	0.20	479,685	14.6%	481,193	14.3%	0.3%
Attorney Services	0.00	406,230	12.4%	406,230	12.1%	-
Prosecution Services	0.00	166,000	5.1%	166,000	4.9%	-
Digital Records Center	0.76	131,198	4.0%	134,917	4.0%	2.8%
Special Matters Services	0.00	128,500	3.9%	128,500	3.8%	-
Public Records Requests	0.61	120,899	3.7%	125,235	3.7%	3.6%
Required Citywide Functions	0.25	113,180	3.4%	114,402	3.4%	1.1%
Strategic Planning and Policy Implementation	0.30	111,619	3.4%	113,229	3.4%	1.4%
Community Representation	0.25	104,023	3.2%	105,984	3.2%	1.9%
Council Agenda/Meeting Functions	0.89	103,910	3.2%	108,783	3.2%	4.7%
Records Management	0.85	100,489	3.1%	104,410	3.1%	3.9%
Intergovernmental Relations	0.35	97,789	3.0%	100,449	3.0%	2.7%
Legislative Affairs Oversight	0.00	93,333	2.8%	93,333	2.8%	-
Commuter Trip Reduction/Green Initiatives	0.00	91,000	2.8%	91,000	2.7%	-
Ordinance, Resolution & TMC Development	0.61	67,575	2.1%	70,314	2.1%	4.1%
Council Legislative Support	0.30	68,225	2.1%	69,727	2.1%	2.2%
City Clerk Division Administration	0.41	64,160	2.0%	65,938	2.0%	2.8%
City Property Development and Management	0.33	60,404	1.8%	61,738	1.8%	2.2%
Meeting Coordination, Scheduling, and Facilitation	0.30	57,187	1.7%	59,068	1.8%	3.3%
Boards, Commissions and Committees	0.10	54,188	1.6%	54,942	1.6%	1.4%
Essential Public Services	0.44	48,946	1.5%	50,793	1.5%	3.8%
Internal Communications	0.25	47,470	1.4%	48,812	1.5%	2.8%
Personnel	0.20	40,850	1.2%	41,815	1.2%	2.4%
Conferences/Training	0.10	37,475	1.1%	37,957	1.1%	1.3%
Legal/Public Notices	0.21	37,406	1.1%	38,462	1.1%	2.8%
Public Safety Plan	0.23	37,239	1.1%	38,078	1.1%	2.3%
Organizational Development and Training	0.15	36,982	1.1%	37,733	1.1%	2.0%
Elections/Voter Registration	0.01	33,328	1.0%	33,407	1.0%	0.2%
City Policy Development	0.18	32,035	1.0%	32,744	1.0%	2.2%
Regional Partnerships and Relationships	0.08	32,302	1.0%	32,679	1.0%	1.2%
Employee Recognition Program	0.10	28,240	0.9%	28,994	0.9%	2.7%
Emerging Issues & Opportunities	0.05	22,383	0.7%	22,591	0.7%	0.9%
Budgeting/Purchasing	0.10	20,970	0.6%	21,723	0.6%	3.6%
Accounts Payable	0.10	18,913	0.6%	19,329	0.6%	2.2%
Business & Development Attraction and Retention	0.08	18,530	0.6%	18,822	0.6%	1.6%
Destination Development	0.05	18,047	0.5%	18,216	0.5%	0.9%
Economic Development Administration	0.05	17,418	0.5%	17,626	0.5%	1.2%
City Scholarship	0.05	16,743	0.5%	17,120	0.5%	2.3%
Tukwila International Blvd Revitalization	0.08	14,291	0.4%	14,584	0.4%	2.0%
Resident Inquiries and Assistance	0.10	13,445	0.4%	14,199	0.4%	5.6%
Business Relationships and Satisfaction	0.08	13,122	0.4%	13,414	0.4%	2.2%
Citywide Strategic Goals	0.08	13,122	0.4%	13,414	0.4%	2.2%
Special Presentations	0.05	11,198	0.3%	11,411	0.3%	1.9%
Special Event Coordination	0.05	10,440	0.3%	10,817	0.3%	3.6%
Professional Services	0.00	10,000	0.3%	30,000	0.9%	200.0%
Administration Essential Services	0.00	9,677	0.3%	8,441	0.3%	(12.8%)
Administration	0.03	8,257	0.3%	8,342	0.2%	1.0%
Records Retention, Management, Archiving, & Destruction	0.05	6,825	0.2%	7,202	0.2%	5.5%
Lodging Tax Applications Oversight & Support	0.03	3,665	0.1%	3,750	0.1%	2.3%
Marketing & Sales to Overnight Tourists	0.03	3,665	0.1%	3,750	0.1%	2.3%
Marketing & Sales to Day Tourists	0.03	3,665	0.1%	3,750	0.1%	2.3%
<b>PROGRAM TOTALS</b>	<b>9.5</b>	<b>3,286,243</b>	<b>100%</b>	<b>3,355,367</b>	<b>100%</b>	<b>2.1%</b>

\*Priority Based Budgeting was implemented beginning with the 2019 - 2020 biennium budget.

Therefore; no historical data is available.

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## **Program Descriptions**

Public Defense Program: Oversight of the Public Defense Program, processing invoices, reports, complaints. Prepares annual program report. Applies for grant funds to support the program. Oversight of Office of Public Defense Grant funds. Prepares reports as required.

Attorney Services: Contracted City Attorney services.

Prosecution Services: Contracted Prosecuting Attorney services.

Digital Records Center: Growth and development of system, microfilming and digitization, importing new record series, GET-IT, policies, training, new initiatives, maintenance costs.

Special Matters Services: Legal representation for matters not covered under Attorney Services.

Public Records Requests: Administration of City-wide process, handling all aspects of requests, database updates, JLARC reporting, risk mitigation.

Required Citywide Functions: Postage accounts, postage meter lease, recorded documents, plant care, participate on City committees & initiatives, administration.

Strategic Planning and Policy Implementation: Provide strategic direction, set goals, and evaluate policy choices to best serve the city; establish priorities, create workplans, monitor progress, evaluate and assess next steps.

Community Representation: Participation in a variety of community groups for the purposes of providing leadership; offering the city perspective; strengthening community ties; and fostering good relationships with Tukwila School District, Rotary, Chamber of Commerce.

Council Agenda/Meeting Functions: Administration, agenda production, agenda review and long-term planning, meeting facilitation, minutes, legislative history.

Records Management: Central files, contracts, records center, retention & destruction, archival transfers, staff training, risk mitigation & compliance, policy development, databases, security costs, program administration.

Intergovernmental Relations: Participation in a variety of organizations for the purposes of maintaining good relations and open communication with other organizations providing leadership and perspective on shared concerns and issues. Liaise with other governmental entities. Publicly support and recommend legislation that is deemed beneficial to the community.

Regional: Sound Cities Association, King County City Managers/Administrators, Highline Forum

State: Association of Washington Cities

Federal: National League of Cities, International City/County Management Association, US Conference of Mayors

Legislative Affairs Oversight: Monitors contracts with federal and state lobbyists that assist the City in lobbying for legislative matters relevant to the City.



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Commute Trip Reduction/Green Initiatives: Commute Trip Reduction Program incentives: ORCA cards, incentives for carpoolers and walkers/bicyclists.

Ordinance, Resolution & TMC Development: Legislation creation and review, amending and repealing documents, ongoing TMC development, administration.

Council Legislative Support: Oversees and coordinates with city staff in preparation for City Council meetings; Provide information to Council for their deliberation. Support and implement Council policy decisions. Also collects and monitors agenda items for Committee and Council meetings.

City Clerk Division Administration: Invoice payment, timecards, staff mtgs, Firemen's Pension Board, budgeting, supplies, copier costs, printing, training & travel, Administration.

City Property Development and Management: Coordinating development and managing specific city owned properties including the following:

- HealthPoint Health and Wellness Center
- Newporter site
- Tukwila Village

Meeting Coordination, Scheduling, and Facilitation: Organizes and conducts meetings for city staff as needed. Admin Team, bi-weekly meetings, retreats, cross-departmental teams.

Boards, Commissions and Committees: Provides support to City Boards and Commissions by 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.

Essential Public Services: Accept claims, litigation appeals, petitions. Conduct bid openings, notary service, pet licensing, general counter inquiries, point of sale, central switchboard, mail distribution, research. Maintain logs and databases.

Internal Communications: Share the vision for the city administration, pertinent news, and other information. Assist other departments in the strategy, organization, coordination and implementation of inter-departmental city activities and programs. Make recommendations effecting change in programs, policy and established practices for communications.

Personnel: Appointment of Department Directors/staff members as outlined in the municipal code; advise Human Resources on personnel issues; review grievances per union contracts.

Conferences/Training: Represent the City at Conferences and receive training to stay current with the latest developments, skills, and new technologies available. Handle registration and travel arrangements (flight, hotel, transportation, meals, registration, etc.) for Mayor, City Administrator, and Government Relations Manager and Executive Assistant.

Legal/Public Notices: Legally required OPMA notices, publication, advertising bids, RFPs, RFQs, Special Meetings, Ordinance Summaries, Risk Mitigation & Compliance.



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Public Safety Plan: Work on the public safety plan such as providing assistance to affected businesses

Organizational Development and Training: Offer training opportunities intended to expand the knowledge and effectiveness of staff to accomplish city goals.

Elections/Voter Registration: General and Special Elections, voter registration, oaths of office, election certificates, administration.

City Policy Development: General City policy work. Includes reviewing policy changes proposed by other departments, participating on policy development teams, and recommending policy changes.

Regional Partnerships: Participation in regional partnerships. Various boards and commissions the City serves on related to tourism.

Employee Recognition Program: Oversight of the Employee Recognition Program including Annual Employee Awards, Longevity Awards and quarterly recognition events.

#### Emerging Issues & Opportunities

Budgeting/Purchasing: Budget oversight, supply and inventory maintenance, processing of invoices. Preparation of correspondence, memos, presentations. Oversight of scheduling for Mayor and City Administrator.

Accounts Payable: Processing and payment of vendor invoices.

Business & Development Attraction and Retention: Attracting businesses and developments to Tukwila. This includes staff time communicating with prospects and businesses considering moving or expanding, marketing materials, and related work.

Destination Development: Related to investments in the area to support tourism

Economic Development Administration: General administrative work.

City Scholarship: Oversight of the City Scholarship program for high school seniors. Advertises scholarship, coordinates with local schools, receives and reviews applications, schedules interviews as needed, administrative support to City Scholarship Committee, arranges for presentation of recommendations to City Council, coordinates with recipients to appear before City Council, prepares award letters, certificates and arranges for disbursement of funds to schools.

Tukwila International Blvd Revitalization: Work assisting the revitalization of Tukwila International Boulevard

Resident Inquiries and Assistance: Acts as the executive level of contact for resident inquiries and complaints. Directs and answers questions as needed including coordinate responses between departments. See Click Fix - respond to issues as assigned

Business Relationships and Satisfaction: Building and maintain relationships with businesses and includes attendance at business networking events, providing general assistance to businesses, and helping businesses resolve issues related to the City.

Citywide Strategic Goals: Staff time working on general citywide strategic goals

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Special Presentations: Prepares and executes presentations to convey city progress.

Special Event Coordination: (Groundbreakings/Ribbon Cuttings, etc.) Attend meetings, assist with all aspects of planning, organization, sponsorship and promotion of events. Assist with set up and take down of events, send emails and/or letter invitations or informational items, compile all necessary resources (reading material, presenters, location, food, etc.), any necessary purchases, coordinate with other agencies/businesses, get promotional materials designed and made.

Professional Services: Courier services, court filing fees, investigations, temporary assistance.

Administration Essential Services: General office equipment costs such as copier maintenance and lease expense.

Administration: General administrative costs.

Records Retention, Management, Archiving, & Destruction: Retains, manages, archives and disposes of records. Provides upkeep and organizes ongoing electronic files for ease of use.

Lodging Tax Applications Oversight & Support: Administration oversight of third-party funding requests

Marketing & Sales to Overnight Tourists: Funding third parties and city activities involved in marketing for overnight guests.

Marketing & Sales to Day Tourists: Funding of third parties and city activities involving day visitors.

### **Budget Change Discussion:**

**Salaries & Benefits** COLA increases were applied to salaries, and benefits were adjusted to account for changes in healthcare and retirement.

**Supplies and Services** Over \$100,000 of cuts were made to the Services category. Funds budgeted for the contracted Public Defender were decreased to bring the budget in line with the attorney's actual caseload. Funds for other professional services, special matters, and office supplies were also reduced while balancing the budget.



## Expenditure Summary

<i>Mayor</i>								
Expenditures By Division	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Administration	\$ 1,398,829	\$ 1,428,586	\$ 1,385,058	\$ 1,470,084	\$ 1,432,322	\$ 1,470,106	-2.57%	2.64%
Economic Development	439,617	384,226	371,600	381,890	313,227	319,082	-17.98%	1.87%
City Clerk	750,259	655,802	728,366	779,453	790,425	815,910	1.41%	3.22%
Attorney (Contracted)	530,725	664,913	871,964	733,185	710,730	710,730	-3.06%	0.00%
Equity & Diversity Commission	4,643	3,409	3,475	9,675	6,000	6,000	-37.98%	0.00%
Planning Commission	725	1,079	3,547	3,750	2,750	2,750	-26.67%	0.00%
Arts Commission	21,245	25,903	25,349	26,000	23,500	23,500	-9.62%	0.00%
Parks Commission	2,336	3,208	2,251	3,688	3,288	3,288	-10.85%	0.00%
Library Advisory Board	3,501	3,528	3,326	5,000	4,000	4,000	-20.00%	0.00%
<b>Department Total</b>	<b>\$ 3,151,882</b>	<b>\$ 3,170,654</b>	<b>\$ 3,394,936</b>	<b>\$ 3,412,725</b>	<b>\$ 3,286,242</b>	<b>\$ 3,355,367</b>	<b>-3.71%</b>	<b>2.10%</b>

<i>Mayor</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 1,026,479	\$ 960,332	\$ 1,035,368	\$ 1,047,432	\$ 1,037,503	\$ 1,069,915	-0.95%	3.12%
Personnel Benefits	372,469	375,013	400,858	401,796	400,020	416,132	-0.44%	4.03%
Supplies	44,612	42,045	49,629	54,856	48,531	48,531	-11.53%	0.00%
Services	1,613,375	1,744,573	1,871,931	1,871,641	1,763,188	1,783,789	-5.79%	1.17%
Intergovt. Svcs & Taxes	38,247	42,425	37,150	37,000	37,000	37,000	0.00%	0.00%
Capital Outlays	56,700	6,265	-	-	-	-	0.00%	0.00%
<b>Department Total</b>	<b>\$ 3,151,882</b>	<b>\$ 3,170,654</b>	<b>\$ 3,394,936</b>	<b>\$ 3,412,725</b>	<b>\$ 3,286,242</b>	<b>\$ 3,355,367</b>	<b>-3.71%</b>	<b>2.10%</b>



## Expenditure Detail - Salaries and Benefits

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

<i>Mayor</i>							
Position Description	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Mayor	1	1	\$ 110,770	\$ 53,985	1	\$ 112,992	\$ 56,034
City Administrator	1	1	183,748	59,999	1	187,320	61,801
Economic Development Admin	1	1	150,096	39,035	1	153,336	39,957
Executive Assistant	1	1	91,765	40,637	1	97,089	42,850
Economic Dev. Liaison	1	0.5	55,457	17,847	0.5	56,586	18,411
City Clerk	1	1	120,159	42,514	1	127,770	45,001
Deputy City Clerk	1	1	74,849	28,017	1	79,048	29,541
Admin Support Technician	1	1	61,589	37,790	1	63,101	39,376
Admin Support Coordinator	2	2	141,070	71,617	2	144,673	74,531
Extra Labor			48,000	8,581		48,000	8,629
<b>Department Total</b>	<b>10</b>	<b>9.5</b>	<b>\$ 1,037,503</b>	<b>\$ 400,020</b>	<b>9.5</b>	<b>\$ 1,069,915</b>	<b>\$ 416,132</b>

## Expenditure Detail - Supplies, Services, and Other

Supplies include small tools and equipment. Services include travel, equipment replacement and O&M charges, insurance subscriptions and memberships, among others.

<i>Mayor</i>						
Account Name	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
Salaries	\$ 1,021,611	\$ 947,846	\$ 995,015	\$ 994,432	\$ 989,503	\$ 1,021,915
Extra Labor	4,868	12,486	40,353	53,000	48,000	48,000
FICA	74,203	71,397	78,730	73,725	75,110	77,150
Pension	110,306	111,503	128,533	118,947	129,435	133,550
Industrial Insurance	3,103	3,102	2,904	3,996	3,952	4,334
Healthcare	184,858	189,012	190,690	205,128	191,523	201,099
<b>Total Salaries &amp; Benefits</b>	<b>1,398,948</b>	<b>1,335,345</b>	<b>1,436,226</b>	<b>1,449,228</b>	<b>1,437,524</b>	<b>1,486,047</b>
Supplies	41,826	42,045	49,629	54,856	48,531	48,531
Small tools	2,787	-	-	-	-	-
<b>Total Supplies</b>	<b>44,612</b>	<b>42,045</b>	<b>49,629</b>	<b>54,856</b>	<b>48,531</b>	<b>48,531</b>
Professional services	1,183,644	1,345,847	1,458,790	1,418,730	1,342,230	1,342,230
Communication	68,707	64,628	66,775	72,600	66,600	66,600
Travel	20,881	16,961	22,185	37,050	30,000	30,000
Advertising	4,610	11,305	10,117	14,750	14,750	14,750
Operating leases	28,835	36,828	38,557	38,126	38,873	37,474
Repair and maintenance	50,203	22,534	29,473	31,860	29,360	29,360
Miscellaneous	256,495	246,471	246,035	258,525	241,375	263,375
<b>Total Services</b>	<b>1,613,375</b>	<b>1,744,573</b>	<b>1,871,931</b>	<b>1,871,641</b>	<b>1,763,188</b>	<b>1,783,789</b>
Intergovernmental	38,246	42,425	37,149	37,000	37,000	37,000
Excise Taxes	1	1	-	-	-	-
Capital	56,700	6,265	-	-	-	-
<b>Total Other</b>	<b>94,947</b>	<b>48,690</b>	<b>37,149</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>
<b>Total Mayor</b>	<b>\$ 3,151,882</b>	<b>\$ 3,170,654</b>	<b>\$ 3,394,936</b>	<b>\$ 3,412,725</b>	<b>\$ 3,286,243</b>	<b>\$ 3,355,367</b>

**DEPARTMENT:** Mayor's Office (03)  
**FUND:** General  
**RESPONSIBLE MANAGER:** Allan Ekberg

**DIVISION:** Administration  
**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 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 with his duties by the City Administrator. The Mayor's Office encompasses Administration, the City Attorney's Office, the City Clerk's Office, Communications & Government Relations, Economic Development, and Human Services.

**Expenditure Summary**

<i>Mayor - Administration</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 350,742	\$ 361,124	\$ 372,912	\$ 368,565	\$ 391,283	\$ 402,401	6.16%	2.84%
Personnel Benefits	136,142	145,413	153,139	150,143	155,116	161,181	3.31%	3.91%
Supplies	17,845	11,068	13,510	17,200	15,000	15,000	-12.79%	0.00%
Services	855,853	862,290	808,347	897,176	833,923	854,524	-7.05%	2.47%
Intergovt. Services & Taxes	38,247	42,425	37,150	37,000	37,000	37,000	0.00%	0.00%
Capital Outlays	-	6,265	-	-	-	-	0.00%	0.00%
<b>Expenditure Total</b>	<b>\$1,398,829</b>	<b>\$1,428,586</b>	<b>\$1,385,058</b>	<b>\$1,470,084</b>	<b>\$1,432,322</b>	<b>\$1,470,106</b>	<b>-2.57%</b>	<b>2.64%</b>

**Expenditure Detail - Salaries and Benefits**

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

<i>Mayor's Office - Administration</i>							
Position Description	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Mayor	1	1	\$ 110,770	\$ 53,985	1	\$ 112,992	\$ 56,034
City Administrator	1	1	183,748	59,999	1	187,320	61,801
Executive Assistant	1	1	91,765	40,637	1	97,089	42,850
Extra Labor			5,000	496		5,000	496
<b>Department Total</b>	<b>3</b>	<b>3</b>	<b>\$ 391,283</b>	<b>\$ 155,116</b>	<b>3</b>	<b>\$ 402,401</b>	<b>\$ 161,181</b>



## Expenditure Detail - Supplies, Services, and Other

Supplies includes office supplies and meals for meetings. Services include public defender costs, consulting, travel, memberships, among others; intergovernmental includes election and voter registration costs, among others.

<i>Mayor - Administration</i>						
Account Number	Actual			Budget		
			Projected			
	2016	2017	2018	2018	2019	2020
000.03.512.500.31.00 Supplies - Office	\$ -	\$ 549	\$ -	\$ -	\$ -	\$ -
000.03.513.100.31.00 Supplies - Office	14,196	5,158	8,801	12,200	10,000	10,000
000.03.513.100.31.43 Supplies - Meeting Meals	3,649	5,361	4,710	5,000	5,000	5,000
<b>Total Supplies</b>	<b>17,845</b>	<b>11,068</b>	<b>13,510</b>	<b>17,200</b>	<b>15,000</b>	<b>15,000</b>
000.03.512.500.41.00 Prof Svcs - Public Defender Costs	462,135	451,038	426,702	477,000	453,000	453,000
000.03.513.100.41.01 Prof Svcs -POEL	32,416	13,058	2,500	-	-	-
000.03.513.100.41.02 Prof Svcs -Strategic Plan, Washington DC consultants	121,714	157,152	125,622	180,000	140,000	140,000
000.03.513.100.41.04 Prof Svcs -Scholarships	13,000	10,000	10,000	10,000	10,000	10,000
000.03.513.100.41.05 Prof Svcs -Tukwila Pantry donations	-	-	-	-	-	-
000.03.513.100.42.00 Communication - Telecom chgs	-	413	597	-	-	-
000.03.513.100.43.00 Travel - Travel for NLC, AWC conferences, SWKC Chamber events, etc.	13,849	13,836	17,801	20,000	20,000	20,000
000.03.513.100.45.00 Rental - Operating Rentals and leases	2,589	3,048	1,812	2,600	2,600	2,600
000.03.513.100.45.94 Rental-Equipment Replacement Fund	2,662	591	591	591	1,827	591
000.03.513.100.45.95 Rental - Equipment Rental O&M	17,836	18,242	22,735	22,735	22,246	22,083
000.03.513.100.48.00 R&M - Repairs for 1 copier and 2 printers	1,668	-	3,250	3,250	3,250	3,250
000.03.513.100.49.00 Misc - Community recognition	10,562	819	2,890	5,500	5,500	5,500
000.03.513.100.49.01 Misc - Memberships in various national, state, and local organizations and subscriptions	61,268	60,531	64,350	65,000	65,000	67,000
000.03.513.100.49.03 Misc - Employee appreciation	19,814	26,196	18,600	15,000	15,000	15,000
000.03.513.100.49.05 Misc - Registrations: AWC and NLC meetings, other meetings and training	4,885	4,693	4,489	4,500	4,500	4,500
000.03.513.100.49.51 Misc - Carpool subsidies	-	100	-	-	-	-
000.03.513.100.49.53 Misc - Leasehold Tax Contracts	-	-	-	-	-	20,000
000.03.513.100.49.56 Misc - Green initiatives	91,456	102,573	106,408	91,000	91,000	91,000
<b>Total Services</b>	<b>855,853</b>	<b>862,290</b>	<b>808,347</b>	<b>897,176</b>	<b>833,923</b>	<b>854,524</b>
000.03.513.100.53.00 Taxes & Assmnts - Excise tax	1	1	0	-	-	-
000.03.514.900.51.00 Intergvnmntl Prof Svcs - Election costs	33,109	37,235	32,032	32,000	32,000	32,000
000.03.511.800.51.00 Intergvnmntl Prof Svcs - King County voter registration costs	-	-	-	-	-	-
000.03.573.900.51.00 Intergvnmntl Prof Svcs - Liquor profits excise tax	5,137	5,190	5,117	5,000	5,000	5,000
<b>Total Intergovernmental</b>	<b>38,247</b>	<b>42,425</b>	<b>37,150</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>
000.03.594.130.64.00 Capital - Machinery & Equipment	-	6,265	-	-	-	-
<b>Total Other</b>	<b>-</b>	<b>6,265</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 911,944</b>	<b>\$ 922,048</b>	<b>\$ 859,007</b>	<b>\$ 951,376</b>	<b>\$ 885,923</b>	<b>\$ 906,524</b>

**DEPARTMENT:** Mayor (03)  
**FUND:** General  
**RESPONSIBLE MANAGER:** David Cline

**DIVISION:** Planning Commission  
**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.

**Expenditure Summary**

<i>Mayor - Planning Commission</i>									
Expenditures By Type	Actual			Budget			Percent Change		
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20	
Supplies	\$ 154	\$ 234	\$ 1,563	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	0.00%	
Services	571	845	1,984	2,750	1,750	1,750	-36.36%	0.00%	
<b>Expenditure Total</b>	<b>\$ 725</b>	<b>\$ 1,079</b>	<b>\$ 3,547</b>	<b>\$ 3,750</b>	<b>\$ 2,750</b>	<b>\$ 2,750</b>	<b>-26.67%</b>	<b>0.00%</b>	

**Expenditure Detail - Supplies, Services, and Other**

Supplies includes miscellaneous office supplies. Services include travel, registration memberships, among others.

<i>Mayor - Planning Commission</i>									
Account Number	Actual			Budget					
	2016	2017	Projected 2018	2018	2019	2020			
000.03.558.600.31.00 Supplies - Office & Operating	\$ 154	\$ 234	\$ 1,563	\$ 1,000	\$ 1,000	\$ 1,000			
<b>Total Supplies</b>	<b>154</b>	<b>234</b>	<b>1,563</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>			
000.03.558.600.41.00 Prof Svcs	121	-	-	-	-	-			
000.03.558.600.43.00 Travel - Meals, mileage, parking for State APA conference, training, meetings	-	-	-	500	500	500			
000.03.558.600.49.00 Misc - APA memberships for 7 commissioners, plus misc expenses	450	845	1,984	2,250	1,250	1,250			
<b>Total Services</b>	<b>571</b>	<b>845</b>	<b>1,984</b>	<b>2,750</b>	<b>1,750</b>	<b>1,750</b>			
<b>Total Supplies, Services and Other</b>	<b>\$ 725</b>	<b>\$ 1,079</b>	<b>\$ 3,547</b>	<b>\$ 3,750</b>	<b>\$ 2,750</b>	<b>\$ 2,750</b>			



**DEPARTMENT:** Mayor (03)  
**FUND:** General  
**RESPONSIBLE MANAGER:** David Cline

**DIVISION:** Equity & Social Justice Commission  
**FUND NUMBER:** 000  
**POSITION:** 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 together all citizens 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**

<i>Mayor - Equity &amp; Diversity Commission</i>									
Expenditures By Type	Actual			Budget			Percent Change		
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20	
Supplies	\$ -	\$ 785	\$ 1,625	\$ 1,625	\$ 500	\$ 500	-69.23%	0.00%	
Services	4,643	2,624	1,850	8,050	5,500	5,500	-31.68%	0.00%	
<b>Expenditure Total</b>	<b>\$ 4,643</b>	<b>\$ 3,409</b>	<b>\$ 3,475</b>	<b>\$ 9,675</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>-37.98%</b>	<b>0.00%</b>	

**Expenditure Detail - Supplies, Services, and Other**

Supplies includes miscellaneous office supplies. Services include program costs including grants, among others.

<i>Mayor - Equity and Social Justice Commission</i>									
Account Number	Actual			Budget					
	2016	2017	Projected 2018	2018	2019	2020			
000.03.513.203.31.00 Supplies - Office & Operating	\$ -	\$ 785	\$ 1,200	\$ 1,200	\$ 75	\$ 75			
000.03.513.204.31.00 Supplies - Office & Operating	-	-	425	425	425	425			
<b>Total Supplies</b>	<b>-</b>	<b>785</b>	<b>1,625</b>	<b>1,625</b>	<b>500</b>	<b>500</b>			
000.03.513.204.41.00 Prof Svcs - Translation services, tour planning agency fees	-	-	-	500	-	-			
000.03.513.204.43.00 Travel	4,113	-	50	5,050	-	-			
000.03.513.203.49.00 Misc - Equity & Diversity Commission program costs including grants	30	2,624	1,800	2,000	5,000	5,000			
000.03.513.204.49.00 Misc - Registrations	500	-	-	500	500	500			
<b>Total Services</b>	<b>4,643</b>	<b>2,624</b>	<b>1,850</b>	<b>8,050</b>	<b>5,500</b>	<b>5,500</b>			
<b>Total Supplies, Services and Other</b>	<b>\$ 4,643</b>	<b>\$ 3,409</b>	<b>\$ 3,475</b>	<b>\$ 9,675</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>			



**DEPARTMENT:** Mayor (03)  
**FUND:** General  
**RESPONSIBLE MANAGER:** David Cline

**DIVISION:** Arts Commission  
**FUND NUMBER:** 000  
**POSITION:** City Administrator

**Description**

The mission of the Tukwila 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.

The Commission is made up of 5-7 members and one student representative.

**Expenditure Summary**

<i>Mayor - Arts Commission</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Supplies	\$ 6,494	\$ 11,454	\$ 12,184	\$ 9,035	\$ 9,035	\$ 9,035	0.00%	0.00%
Services	14,751	14,449	13,165	16,965	14,465	14,465	-14.74%	0.00%
<b>Expenditure Total</b>	<b>\$ 21,245</b>	<b>\$ 25,903</b>	<b>\$ 25,349</b>	<b>\$ 26,000</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>	<b>-9.62%</b>	<b>0.00%</b>

**Expenditure Detail - Supplies, Services, and Other**

Supplies include office supplies and small tools. Services include advertising, grants, repair & maintenance of art work, memberships, and registrations, among others.

<i>Mayor - Arts Commission</i>								
Account Number	Actual			Budget				
	2016	2017	Projected 2018	2018	2019	2020		
000.03.573.200.31.00 Supplies - Office & Operating	\$ 3,707	\$ 6,325	\$ 2,536	\$ 1,000	\$ 1,000	\$ 1,000		
000.03.573.200.31.01 Supplies - Special Projects	-	5,130	9,647	8,035	8,035	8,035		
000.03.573.200.31.02 Supplies - Community Programs, Events, and Outreach	-	-	-	-	-	-		
000.03.573.200.35.00 Small Tools -Instruments	2,787	-	-	-	-	-		
<b>Total Supplies</b>	<b>6,494</b>	<b>11,454</b>	<b>12,184</b>	<b>9,035</b>	<b>9,035</b>	<b>9,035</b>		
000.03.573.200.41.00 Prof Svcs - Misc services including piano tuning, care of artwork, etc.	-	2,239	400	-	-	-		
000.03.573.200.41.01 Prof Svcs - Rainier Symphony	7,000	7,000	7,000	7,000	7,000	7,000		
000.03.573.200.41.03 Prof Svcs - Community Programs, Events & Outreach - funding for teaching artists, musicians, & entertainers	5,900	3,300	4,702	5,000	5,000	5,000		
000.03.573.200.44.00 Advertising - Paid ads for TAC sponsored programs and events	51	-	129	450	450	450		
000.03.573.200.48.00 R&M - Care of artwork	-	-	-	2,500	-	-		
000.03.573.200.49.00 Misc - Memberships, training, workshops	1,800	1,910	934	2,015	2,015	2,015		
<b>Total Services</b>	<b>14,751</b>	<b>14,449</b>	<b>13,165</b>	<b>16,965</b>	<b>14,465</b>	<b>14,465</b>		
<b>Total Supplies, Services and Other</b>	<b>\$ 21,245</b>	<b>\$ 25,903</b>	<b>\$ 25,349</b>	<b>\$ 26,000</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>		

DEPARTMENT: Mayor (03)  
 FUND: General  
 RESPONSIBLE MANAGER: David Cline

DIVISION: Park Commission  
 FUND NUMBER: 000  
 POSITION: City Administrator

**Description**

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

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

**Expenditure Summary**

<i>Mayor - Parks Commission</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Supplies	\$ 433	\$ 2,558	\$ 1,503	\$ 1,688	\$ 1,688	\$ 1,688	0.00%	0.00%
Services	1,903	650	748	2,000	1,600	1,600	-20.00%	0.00%
<b>Expenditure Total</b>	<b>\$ 2,336</b>	<b>\$ 3,208</b>	<b>\$ 2,251</b>	<b>\$ 3,688</b>	<b>\$ 3,288</b>	<b>\$ 3,288</b>	<b>-10.85%</b>	<b>0.00%</b>

**Expenditure Detail - Supplies, Services, and Other**

Supplies includes miscellaneous office supplies. Services include memberships, registrations, among others.

<i>Mayor - Parks Commission</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.03.576.800.31.00 Supplies - Office & Operating	\$ 433	\$ 2,558	\$ 1,503	\$ 1,688	\$ 1,688	\$ 1,688
<b>Total Supplies</b>	<b>433</b>	<b>2,558</b>	<b>1,503</b>	<b>1,688</b>	<b>1,688</b>	<b>1,688</b>
000.03.576.800.49.00 Misc - Memberships, training and workshops	1,903	650	748	2,000	1,600	1,600
<b>Total Services</b>	<b>1,903</b>	<b>650</b>	<b>748</b>	<b>2,000</b>	<b>1,600</b>	<b>1,600</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 2,336</b>	<b>\$ 3,208</b>	<b>\$ 2,251</b>	<b>\$ 3,688</b>	<b>\$ 3,288</b>	<b>\$ 3,288</b>

**DEPARTMENT:** Mayor (03)  
**FUND:** General  
**RESPONSIBLE MANAGER:** David Cline

**DIVISION:** Library Advisory Board  
**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.

The Advisory Board consists of 5-7 members and one student representative.

**Expenditure Summary**

<i>Mayor - Library Advisory Board</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Supplies	\$ 3,501	\$ 3,528	\$ 3,076	\$ 5,000	\$ 4,000	\$ 4,000	-20.00%	0.00%
Services	-	-	250	-	-	-	-	-
<b>Expenditure Total</b>	<b>\$ 3,501</b>	<b>\$ 3,528</b>	<b>\$ 3,326</b>	<b>\$ 5,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>-20.00%</b>	<b>0.00%</b>

**Expenditure Detail - Supplies, Services, and Other**

Supplies includes miscellaneous office supplies.

<i>Mayor - Library Advisory Board</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.03.572.210.31.00 Supplies - Office & Operating	\$ 3,501	\$ 3,528	\$ 3,076	\$ 5,000	\$ 4,000	\$ 4,000
<b>Total Supplies</b>	<b>3,501</b>	<b>3,528</b>	<b>3,076</b>	<b>5,000</b>	<b>4,000</b>	<b>4,000</b>
000.03.572.210.49.00 Misc -	-	-	250	-	-	-
<b>Total Services</b>	<b>-</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 3,501</b>	<b>\$ 3,528</b>	<b>\$ 3,326</b>	<b>\$ 5,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>





**DEPARTMENT:** Mayor (03)  
**FUND:** General  
**RESPONSIBLE MANAGER:** Christy O'Flaherty

**DIVISION:** City Clerk  
**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.

**Expenditure Summary**

<i>Mayor - City Clerk</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 363,556	\$ 343,663	\$ 398,249	\$ 413,905	\$ 432,667	\$ 449,592	4.53%	3.91%
Personnel Benefits	153,399	159,823	175,348	179,020	187,230	195,790	4.59%	4.57%
Supplies	10,161	9,364	10,391	12,308	12,308	12,308	0.00%	0.00%
Services	166,443	142,952	144,378	174,220	158,220	158,220	-9.18%	0.00%
Capital Outlays	56,700	-	-	-	-	-	0.00%	0.00%
<b>Expenditure Total</b>	<b>\$ 750,259</b>	<b>\$ 655,802</b>	<b>\$ 728,366</b>	<b>\$ 779,453</b>	<b>\$ 790,425</b>	<b>\$ 815,910</b>	<b>1.41%</b>	<b>3.22%</b>

**Expenditure Detail - Salaries and Benefits**

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

<i>Mayor's Office - City Clerk</i>							
Position Description	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
City Clerk	1	1	\$ 120,159	\$ 42,514	1	\$ 127,770	\$ 45,001
Deputy City Clerk	1	1	74,849	28,017	1	79,048	29,541
Admin Support Technician	1	1	61,589	37,790	1	63,101	39,376
Admin Support Coordinator	2	2	141,070	71,617	2	144,673	74,531
Extra Labor			35,000	7,292		35,000	7,341
<b>Department Total</b>	<b>5</b>	<b>5</b>	<b>\$ 432,667</b>	<b>\$ 187,230</b>	<b>5</b>	<b>\$ 449,592</b>	<b>\$ 195,790</b>

## Expenditure Detail - Supplies, Services, and Other

Supplies include office and operating supplies. Services include City-wide advertising, postage, security for records center, memberships, and registrations, among others.

<i>Mayor - City Clerk</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.03.514.300.31.00 Supplies - Office & Operating all stations	\$ 10,161	\$ 9,364	\$ 10,391	\$ 12,308	\$ 12,308	\$ 12,308
000.03.514.300.31.90 Supplies - Central	-	-	-	-	-	-
<b>Total Supplies</b>	<b>10,161</b>	<b>9,364</b>	<b>10,391</b>	<b>12,308</b>	<b>12,308</b>	<b>12,308</b>
000.03.514.300.41.00 Prof Svcs -	2,096	2,136	4,499	6,000	6,000	6,000
000.03.514.300.42.00 Communication - Security Alarm for Records Ctr	565	540	570	600	600	600
000.03.514.300.42.02 Postage - City-wide postage	68,142	63,675	65,608	72,000	66,000	66,000
000.03.514.300.43.00 Travel - Travel to WMCA, IIMC, ARMA conf. , CMC & MMC and laser fiche trmgs	2,032	2,271	3,451	5,500	5,500	5,500
000.03.514.300.44.00 Advertising - City-wide advertising - public hearings, call for bids, RFP/RFQs, auctions	4,558	9,255	9,988	12,300	12,300	12,300
000.03.514.300.45.00 Rental - Postage meter lease - software/hardware upgrades	5,748	12,085	12,032	10,100	10,100	10,100
000.03.514.300.48.00 R&M - Copiers, laser fiche, agenda management program	48,535	22,534	24,823	24,710	24,710	24,710
000.03.514.300.49.00 Misc - Memberships/Training - WMCA, IIMC, ARMA, King County Clerks	12,426	2,389	4,742	6,200	6,200	6,200
000.03.514.300.49.01 Printing - Business cards	61	121	100	100	100	100
000.03.514.300.49.02 Microfilming, Imaging - City-wide microfilming, records purging, digitization of microfilmed docs	16,979	22,695	13,336	31,529	21,529	21,529
000.03.514.300.49.04 Recorded Documents - City-wide recording of documents	4,300	4,300	4,300	4,300	4,300	4,300
000.03.514.300.49.08 Credit Card Fees - PPI credit card fees	1,001	952	929	881	881	881
<b>Total Services</b>	<b>166,443</b>	<b>142,952</b>	<b>144,378</b>	<b>174,220</b>	<b>158,220</b>	<b>158,220</b>
000.03.514.300.64.00 Capital - Laserfiche upgrades	56,700	-	-	-	-	-
<b>Total Other</b>	<b>56,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 233,304</b>	<b>\$ 152,316</b>	<b>\$ 154,769</b>	<b>\$ 186,528</b>	<b>\$ 170,528</b>	<b>\$ 170,528</b>



**DEPARTMENT:** Mayor (03)  
**FUND:** General  
**RESPONSIBLE MANAGER:** Derek Speck

**DIVISION:** Economic Development  
**FUND NUMBER:** 000  
**POSITION:** Econ. Dev. Administrator

**Description**

The Economic Development division of the Mayor's Office leads the City's business retention attraction and marketing efforts, facilitates commercial real estate development, and serves as a general liaison to the business community. The Division manages real estate related projects, urban renewal, tourism, and marketing.

**Expenditure Summary**

<i>Mayor - Economic Development</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 309,672	\$ 253,078	\$ 257,911	\$ 259,962	\$ 213,553	\$ 217,922	-17.85%	2.05%
Personnel Benefits	82,703	69,555	71,800	72,178	57,674	59,160	-20.09%	2.58%
Supplies	1,194	464	462	1,000	1,000	1,000	0.00%	0.00%
Services	46,048	61,128	41,428	48,750	41,000	41,000	-15.90%	0.00%
<b>Expenditure Total</b>	<b>\$ 439,617</b>	<b>\$ 384,226</b>	<b>\$ 371,600</b>	<b>\$ 381,890</b>	<b>\$ 313,227</b>	<b>\$ 319,082</b>	<b>-17.98%</b>	<b>1.87%</b>

**Expenditure Detail - Salaries and Benefits**

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

<i>Mayor's Office - Economic Development</i>							
Position Description	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Economic Development Admin	1	1	\$ 150,096	\$ 39,035	1	\$ 153,336	\$ 39,957
Economic Dev. Liaison	1	0.5	55,457	17,847	0.5	56,586	18,411
Extra Labor			8,000	793		8,000	793
<b>Department Total</b>	<b>2</b>	<b>1.5</b>	<b>\$ 213,553</b>	<b>\$ 57,674</b>	<b>1.5</b>	<b>\$ 217,922</b>	<b>\$ 59,160</b>

## Expenditure Detail - Supplies, Services, and Other

Supplies include office and operating supplies. Services include marketing, advertising, memberships and registrations, among others.

<i>Mayor - Economic Development</i>							
Account Number	Actual			Budget			
	2016	2017	Projected 2018	2018	2019	2020	
000.03.558.700.31.00	Supplies -Office and Operating	\$ 1,194	\$ 464	\$ 462	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total Supplies</b>		<b>1,194</b>	<b>464</b>	<b>462</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
000.03.558.700.41.00	Prof Svcs - Economic Development Plan Initiative, SKCEDI: Small Business Development Center, Southside Alliance, Southcenter Marketing Partnership, Chamber of Commerce, Misc Prof Svcs	16,100	44,377	21,374	16,000	19,000	19,000
000.03.558.700.43.00	Travel - Meals, mileage, and training	887	854	882	6,000	4,000	4,000
000.03.558.700.44.00	Advertising - Marketing info and materials	-	2,050	-	2,000	2,000	2,000
000.03.558.700.49.00	Misc - EDC of Seattle/King County, website improvements, NW Properties website, Tuk Int'l Blvd	29,061	13,847	19,172	24,750	16,000	16,000
<b>Total Services</b>		<b>46,048</b>	<b>61,128</b>	<b>41,428</b>	<b>48,750</b>	<b>41,000</b>	<b>41,000</b>
<b>Total Supplies, Services and Other</b>		<b>\$ 47,242</b>	<b>\$ 61,592</b>	<b>\$ 41,890</b>	<b>\$ 49,750</b>	<b>\$ 42,000</b>	<b>\$ 42,000</b>

DEPARTMENT: Mayor (03)  
 FUND: General  
 RESPONSIBLE MANAGER: Rachel Turpin

DIVISION: Attorney  
 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.

**Expenditure Summary**

<i>Mayor - Attorney (Contracted)</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Salaries & Wages	\$ 2,508	\$ 2,466	\$ 6,297	\$ 5,000	\$ -	\$ -	-	-
Personnel Benefits	224	222	572	455	-	-	-	-
Supplies	4,830	2,590	5,314	6,000	4,000	4,000	-33.33%	0.00%
Services	523,163	659,635	859,781	721,730	706,730	706,730	-2.08%	0.00%
<b>Expenditure Total</b>	<b>\$ 530,725</b>	<b>\$ 664,913</b>	<b>\$ 871,964</b>	<b>\$ 733,185</b>	<b>\$ 710,730</b>	<b>\$ 710,730</b>	<b>-3.06%</b>	<b>0.00%</b>

**Expenditure Detail - Supplies, Services, and Other**

Supplies include office supplies. Services include instructor fees, travel, equipment replacement and O&M charges, membership, and registrations, among others.

<i>Mayor - Attorney (Contracted)</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
000.06.515.300.31.00 Supplies - Office	\$ 4,830	\$ 2,590	\$ 5,314	\$ 6,000	\$ 4,000	\$ 4,000
<b>Total Supplies</b>	<b>4,830</b>	<b>2,590</b>	<b>5,314</b>	<b>6,000</b>	<b>4,000</b>	<b>4,000</b>
000.06.515.300.41.00 Prof Svcs - Public Records Request initiative, courier and other services	36,819	9,164	6,194	10,000	10,000	10,000
000.06.515.300.41.01 Prof Svcs - Contracted attorney services	324,600	368,322	376,597	371,830	402,230	402,230
000.06.515.300.41.02 Prof Svcs - Prosecution services	150,966	180,000	183,600	185,400	162,000	162,000
000.06.515.300.41.03 Prof Svcs - Special matters	10,778	98,061	289,599	150,000	128,000	128,000
000.06.515.300.45.00 Rental - Water cooler rental	-	2,862	1,387	2,100	2,100	2,100
000.06.515.300.48.00 R&M - Copier maintenance and repairs	-	-	1,400	1,400	1,400	1,400
000.06.515.300.49.00 Misc - Printing of specialized forms and other misc. expenses	-	1,226	1,004	1,000	1,000	1,000
<b>Total Services</b>	<b>523,163</b>	<b>659,635</b>	<b>859,781</b>	<b>721,730</b>	<b>706,730</b>	<b>706,730</b>
<b>Total Supplies, Services and Other</b>	<b>\$ 527,993</b>	<b>\$ 662,225</b>	<b>\$ 865,095</b>	<b>\$ 727,730</b>	<b>\$ 710,730</b>	<b>\$ 710,730</b>







## INFORMATIONAL MEMORANDUM

TO: Finance Committee

FROM: Rachel Bianchi, Deputy City Administrator

CC: Mayor Ekberg

DATE: October 10, 2018

SUBJECT: Administrative Services and Funds 502 & 503 Proposed 2019/2020 Budgets

### ISSUE

City departments are developing their proposals for the 2019/2020 biennial budget while also incorporating methods of Priority Based Budgeting (PBB). The 2019/2020 biennial budget will include general fund budgets allocated to programs. The City Council requested that individual departmental budgets be presented to its standing committees as they become available.

### BACKGROUND

The Administration recently formed the Administrative Services Department to better support internal services in the City and cross department efforts that affect and include a variety of expertise, individuals and issues. The Administrative Services Department includes Communications, Community Engagement, Human Services and Human Resources, and combining them into one department provides additional support to all of these key City services.

### DISCUSSION

#### **Administrative Services**

Combining the various functions and services discussed above allowed efficiencies to be found, and the overall budget for 2019 is 3.7% less than what was budgeted for the functions in 2018. All positions are fully funded, including the currently vacant Human Resources Director. A process for filling this role is currently being developed and will be implemented in the near future.

This budget keeps the City's commitment to providing superior Human Services to our residents and funds these programs at the same level as the last biennium, including the \$50,000 per year increase proposed and passed by the Council in the 2017/2018 budget. Through a detailed Request for Proposal (RFP) process and deliberation by the Human Services Advisory Board, 34 programs were chosen for funding. Human Services funding continues to be prioritized for Housing, Wellness, Food Security and Support for Independence.

#### **Salaries and Benefits**

This department anticipates a decline in salaries and benefits in 2019 over the 2018 budget. 2020 should see an increase due to contractual obligations and changes in healthcare costs.

#### **Supplies and Services**

Supplies and services were reduced by 12.19% and 6.74% respectively. The largest portion of the reduction in services is due to the anticipated amount received for the Community Development Block Grant (CDBG) that funds the Minor Home Repair program. While the City budgeted \$130,000 per year in the 2017/2018 budget, the funding did not come in at that level, and the current budget of \$90,000 per year is more realistic. It is important to remember that CDBG funds are pass through dollars, most of which goes to the other partner cities that Tukwila partners with to administer this program.

**Fund 502** This fund covers the City's self-insured healthcare plan. All of the anticipated costs are fully covered in this plan, including the IBNR reserve at more than 2.5 times the anticipated need each year in the biennium. Instead of looking at two to three years of data, the City has looked at the past ten years to better determine an approach to reduce plan overfunding and achieve balance between annual premium changes and maintenance of reserve levels. As such, the City will be contributing 5% per year to level out the fund accordingly.

**Fund 503**

This fund covers the City's LEOFF I retiree self-insured healthcare plan. The budget has been reduced from the 2018 budgeted amount to better reflect actual expenses and is funded to the level recommended by the City's broker and actuary.

**RECOMMENDATION**

Staff is seeking the Finance Committee's feedback on the proposed Administrative Services budget and direction to forward it to the Committee of the Whole for consensus on October 22, 2018.

**ATTACHMENTS**

Proposed Administrative Services Budget

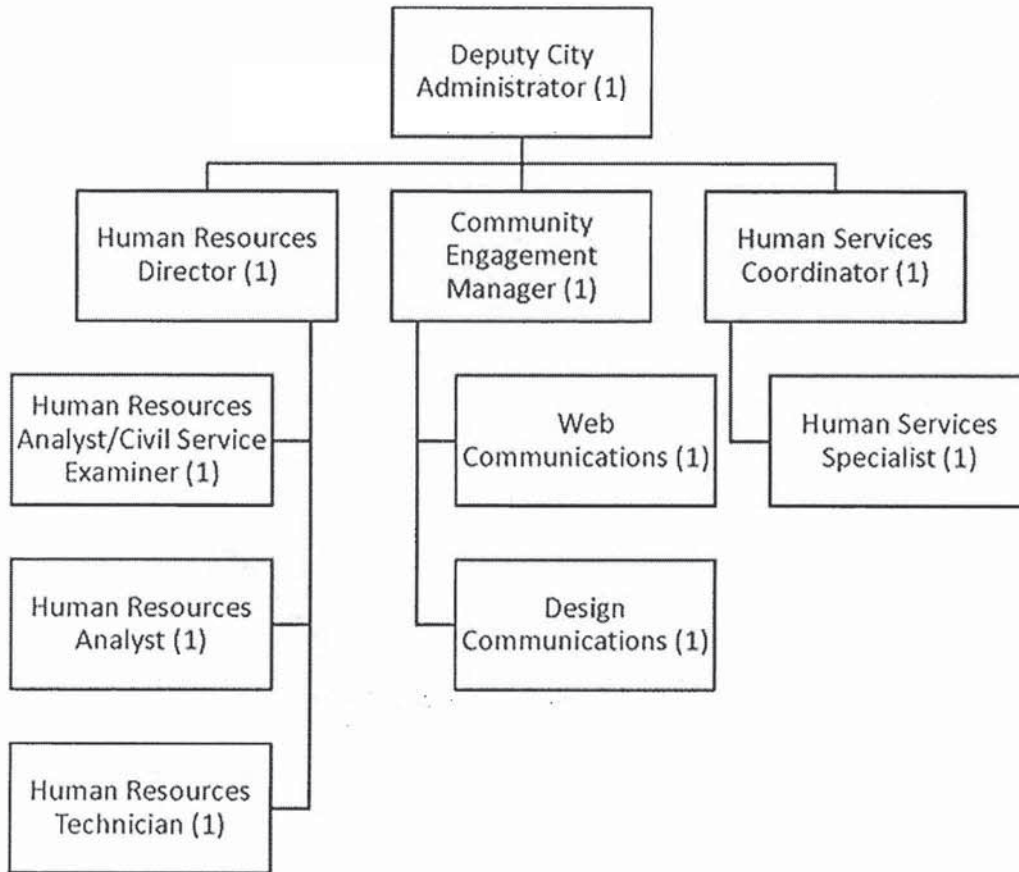
Proposed Fund 502 – Self-Insured Healthcare Plan Budget

Proposed Fund 503 – LEOFF I Retiree Self-Insured Healthcare Budget



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## Administrative Services





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

**FUND NUMBER:** 000  
**POSITION:** Deputy City Administrator

## Description

The Administrative Services department provides communications, human services, community engagement and human resources services to the Tukwila community. 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 the City's Public Safety Plan.

## 2017-2018 Accomplishments

- ◆ Implementation of the Public Safety Plan, including acquisition of property, facilities design and engineering, and mutual agreement with business owners, as well as community engagement on the Plan's progress through open houses, online platforms and other methods. **Strategic Goals 2, 4 & 5.**
- ◆ Continued to strengthen communications and community engagement efforts through expanded Community Connectors program, ongoing variety of communications platforms, successful high school internship program, and staffing of the Equity and Social Justice Commission. **Strategic Goal 5.**
  - ◆ Ensuring stronger alignment with the community through a refresh of the City's Strategic Plan, development and implementation of a City Equity Policy, and Human Services Strategic Plan. **Strategic Goal 1, 2, 4 and 5.**
- ◆ Supporting the most vulnerable and improving the community with a 30% increase in direct Human Services supporting housing, independence, vocational support, overall physical and mental health and food security; leveraging regional partnerships and other funds to benefit residents and the broader community. **Strategic Goals 1, 2 & 5.**

## 2019-2020 Outcome Goals

- ◆ Continued implementation of the Public Safety Plan; Fire Station 51 and Justice Center substantially complete; ongoing community engagement around the Plan. **Strategic Goals 2, 4 & 5.**
- ◆ Additional communications platforms brought online, use of translation and transcreation increased, ongoing implementation of the City Equity Policy. **Strategic Goal 1, 2, 4 and 5.**
- ◆ Continue to implement the Human Services Strategic plan, streamline intake processes, contracts and forms to allow for more time for direct services to residents, continue to leverage regional partnerships and outside funding to benefit residents and the broader community. **Strategic Goals 1, 2 & 5.**



## 2019-2020 Indicators of Success

- ◆ Continued implementation of the Strategic Plan Goals and City Equity Policy.
- ◆ Communications tools and vehicles are relevant, diverse and timely.
- ◆ Leverage local and regional partnerships on behalf of the City's residents and guests.

## Department Detail

### Staffing and Expenditure by Program

PROGRAMS	FTE	BUDGET				YEAR
		2019	% of Total Budget	2020	% of Total Budget	PERCENT
Communications	1.58	238,329	11.3%	261,311	12.0%	9.64%
Housing	1.03	230,486	10.9%	236,278	10.8%	2.51%
Physical/Mental/Dental Well-Being	0.23	173,381	8.2%	174,495	8.0%	0.64%
Labor Relations	0.71	142,163	6.7%	147,969	6.8%	4.08%
Support for Independence	0.08	123,371	5.8%	123,839	5.7%	0.38%
Minor Home Repair	0.18	116,085	5.5%	117,767	5.4%	1.45%
Public Safety Plan	0.53	95,975	4.5%	101,568	4.7%	5.83%
HR General Administration	0.56	89,622	4.2%	90,334	4.1%	0.80%
Classification/Compensation	0.50	86,528	4.1%	90,135	4.1%	4.17%
Recruitment	0.56	81,781	3.9%	82,696	3.8%	1.12%
Internal Communications	0.61	75,687	3.6%	82,954	3.8%	9.60%
Performance Management/Training	0.46	72,040	3.4%	73,244	3.4%	1.67%
Community Engagement	0.23	68,646	3.3%	70,772	3.2%	3.10%
Health & Safety	0.35	63,645	3.0%	65,183	3.0%	2.42%
Food Insecurity	0.13	63,394	3.0%	64,301	3.0%	1.43%
Policy Development/Compliance	0.30	57,278	2.7%	59,710	2.7%	4.25%
Civil Service Compliance	0.30	55,060	2.6%	55,733	2.6%	1.22%
Benefit Plan Management	0.30	53,812	2.5%	55,906	2.6%	3.89%
Accounts Payable/Budget Preparation	0.33	40,791	1.9%	48,522	2.2%	18.95%
School District	0.30	41,600	2.0%	43,904	2.0%	5.54%
Regional Collaboration	0.23	34,814	1.6%	36,310	1.7%	4.30%
Training	0.20	27,586	1.3%	28,862	1.3%	4.62%
Government Relations	0.13	25,911	1.2%	27,432	1.3%	5.87%
Equity	0.08	20,049	0.9%	20,854	1.0%	4.01%
Tukwila Works	0.05	10,041	0.5%	10,626	0.5%	5.82%
Emergency Preparedness/Response	0.03	5,884	0.3%	6,248	0%	6.19%
<b>PROGRAM TOTALS</b>	10.00	2,111,510	100%	2,178,952	100%	3.2%

\*Priority Based Budgeting was implemented beginning with the 2019 - 2020 biennium budget.

Therefore, no historical data is available.

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## Program Descriptions

Communications: Digital communications include all digital forms of media, such as the website, social media, video production, Channel 21, etc. Digital communications can be internal or external. Also includes communications strategies targeted to the media, the community, and the public at large. Media/external communications work includes issuing press releases, the City pages of the Tukwila Reporter, the City's social media pages, etc. Media/external communications can be digital and/or print.

Housing: Funding for and approval/referrals to agencies that provide administration of rent/utility financial assistance, shelter, or other housing assistance (including hygiene/clothing tangibles).

Physical/Mental/Dental Well-Being: Funding for and referrals to agencies that provide physical health, mental health and dental services.

Labor Relations: Contract/collective bargaining negotiations. Complaints, grievances, investigations.

Support for Independence: Funding for and referrals to agencies that help people live independently, support empowered decision-making that focuses on stability and self-sufficiency.

Minor Home Repair: Tukwila serves as the fiscal agent for the Minor Home Repair Program for the Cities of Tukwila, SeaTac, Covington and Des Moines. On an annual basis, Tukwila applies for the Federal CDBG funds on behalf of the four cities, that are distributed through King County. None of the cities are large enough to receive a direct allocation. Minor home repair assists very low to moderate income homeowners with repairs addressing conditions such as minor plumbing and electrical issues, and health and safety repairs.

Public Safety Plan: In November 2016, Tukwila voters passed a public safety bond to fund three new fire stations, fire apparatus for 20 years, and a justice center for police and courts. In addition, the City is committing general and utility funds for a new public works facility. The purpose is to replace aging facilities that no longer meet the functional, safety, and regulatory needs of our first responders. The last building is scheduled to be completed in 2022.

HR General Administration: Administrative duties supporting the Human Resources department.

Classification/Compensation: Job descriptions, rep and non-rep.

Recruitment: Recruitment for non-Police and Fire. NeoGov.

Internal Communications: Internal communications includes communications strategies targeted at City employees about internal projects and programs such as finance deadlines, technology updates, records management, etc., and how community facing programs and projects may affect day-to-day work in different departments. Internal Communications can be digital and/or print.

Performance Management/Training: Tracking evaluations; record keeping. Training.

Community Engagement: Community Connectors, future civic engagement projects. Tukwila's Community Connectors Program improves outreach to communities historically underrepresented in civic processes by utilizing members from these communities to act as liaisons from their community to the City and civic processes.

Health & Safety: Accident prevention plan, safety plan. Employee injury/illness reports. Training.



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Food Insecurity: Funding for and referrals to agencies that provide food assistance, creation/distribution of emergency snack bags distributed by Human Services.

Policy Development/Compliance: Duties related to the development of Human Resources policies as well as ensuring compliance.

Civil Service Compliance: Recruitment, testing and hiring for Police and Fire.

Benefit Plan Management: Managing health, retirement and other benefits. Claims processing.

Accounts Payable/Budget Preparation: Processing of invoices for payment and preparing and monitoring department biennial budget.

School District: The City values the youth in our community, and desires that they succeed. Programs and partnerships with our local schools include the high school internship program, support for youth workforce development, and college/trade school scholarships, school based mental health support.

Regional Collaboration: In addition to collaborating with other government entities, the City maintains close relationships and partnerships with nonprofit organizations, businesses, and other community groups in the region to provide services to our residents, businesses, and visitors.

Training: Staff development training.

Government Relations: The City works with many other government entities, including the Metropolitan Park District, the Port of Seattle, King County, tribal governments, state and federal governments. These relationships are important to maintain and require strong communication skills and knowledge of laws and regulations to be successful.

Equity: The City has a strong commitment to equity in city government, and they desire that all residents, visitors and employees have the opportunity to reach their full potential. Societal, environmental, and legal factors, both historic and present-day, have resulted in inequitable access to opportunities and services for some individuals and groups of people. To that end, the City has formed an Equity Team that is open to all City employees interested in learning more about equity. The City formed the Equity and Diversity Commission in 1990, now named the Equity and Social Justice Commission. The City has also held several formal and informal trainings on equity issues. Most recently, the City adopted an Equity Policy, and is currently working on developing and implementation plan for that policy.

Tukwila Works: Tukwila works is an online reporting tool that allows residents, businesses, visitors, and employees to report and track non-emergency issues through the City's website or via a smartphone app. Tukwila Works currently tracks the following issue types: Animal Control, Camping, Code Enforcement (both private and public property), Garbage/Debris, Graffiti, Illegal Parking, Overgrown Brush/Trees, Potholes, Rental Property Concerns, Speeding or Traffic Complaints, Stormwater/Sewer Issues, Traffic Signal/Traffic Sign Issues, Tukwila Parks issues, Other. Issues are sent directly to the appropriate City employee and tracked until the issue is closed.

Emergency Preparedness/Response: Time spent preparing for and communicating with the public and employees about emergencies.



## Budget Change Discussion:

The Administrative Services Department is new in the 2019-2020 budget and was created out of the merger between an existing department (Human Resources) and a division of the Mayor's Office (Community Services and Engagement). There were no new staff added in the creation of this department.

**Salaries & Benefits** COLA increases were applied to salaries, and benefits were adjusted to account for changes in healthcare and retirement.

**Supplies and Services** Budgeted expenditures were reduced for various line items in an effort to bring them in line with actual expenditure levels. These reductions resulted in 12.2% and 6.8% decrease from the previous budget in supplies and services, respectively.

## Expenditure Summary

<i>Administrative Services</i>									
Expenditures By Type	Actual			Budget			Percent Change		
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-2020	
Salaries & Wages	\$ 829,539	\$ 893,302	\$ 867,689	\$ 969,965	\$ 957,494	\$ 1,005,702	-1.29%	5.03%	
Personnel Benefits	299,368	326,292	338,846	387,921	377,402	396,636	-2.71%	5.10%	
Supplies	31,957	19,403	27,780	27,205	23,888	23,888	-12.19%	0.00%	
Services	728,803	727,775	730,067	807,103	752,725	752,725	-6.74%	0.00%	
<b>Department Total</b>	<b>\$ 1,889,669</b>	<b>\$ 1,966,773</b>	<b>\$ 1,964,382</b>	<b>\$ 2,192,194</b>	<b>\$ 2,111,509</b>	<b>\$ 2,178,951</b>	<b>-3.68%</b>	<b>3.19%</b>	

<i>Administrative Services</i>									
Expenditures By Type	Actual			Budget			Percent Change		
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-2020	
Administration	\$ -	\$ -	\$ -	\$ -	\$ 207,345	\$ 221,921	0.00%	7.03%	
Human Resources	647,426	656,847	646,447	728,083	693,636	720,910	-4.73%	3.93%	
Community Services and Engagement	1,242,242	1,309,926	1,317,936	1,464,111	1,210,529	1,236,121	-17.32%	2.11%	
<b>Department Total</b>	<b>\$ 1,889,669</b>	<b>\$ 1,966,773</b>	<b>\$ 1,964,382</b>	<b>\$ 2,192,194</b>	<b>\$ 2,111,509</b>	<b>\$ 2,178,951</b>	<b>-3.68%</b>	<b>3.19%</b>	

## Expenditure Detail - Salaries and Benefits

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

<i>Administrative Services</i>							
Position Description	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Deputy City Administrator	0	1	\$ 150,730	\$ 56,615	1	\$ 161,745	\$ 60,176
Human Resources Director	1	1	133,488	53,357	1	143,769	56,781
Human Resources Analyst	2	2	196,747	71,015	2	204,484	74,203
Human Resources Technician	1	1	73,605	32,574	1	75,048	33,774
Community Engagement Manager	1	1	103,229	43,084	1	109,604	45,517
Program Coordinator	0	1	93,772	36,902	1	100,317	39,146
Admin Support Coordinator	3	2	141,826	63,112	2	145,303	65,564
Admin Support Specialist	0	1	53,096	19,654	1	54,432	20,384
Program Manager	2	0	-	-	0	-	-
Extra Labor			11,000	1,090		11,000	1,090
<b>Department Total</b>	<b>10</b>	<b>10</b>	<b>\$ 957,494</b>	<b>\$ 377,402</b>	<b>10</b>	<b>\$ 1,005,702</b>	<b>\$ 396,636</b>

## Expenditure Detail – Supplies, Services and Other

Supplies include office and meeting supplies, meals and refreshments for meetings; services include, travel, subscriptions and memberships, among others.

<i>Administrative Services</i>						
Account Name	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
Salaries	\$ 822,699	\$ 889,492	\$ 861,466	\$ 957,933	\$ 946,494	\$ 994,702
Extra Labor	6,840	3,810	6,223	11,500	11,000	11,000
FICA	59,728	64,943	65,246	70,752	73,260	76,995
Pension	90,384	102,661	111,290	115,015	120,574	126,725
Industrial Insurance	2,585	2,545	2,783	3,903	3,605	3,956
Healthcare	146,672	156,144	159,527	198,251	179,962	188,961
<b>Total Salaries &amp; Benefits</b>	<b>1,128,908</b>	<b>1,219,594</b>	<b>1,206,536</b>	<b>1,357,886</b>	<b>1,334,896</b>	<b>1,402,339</b>
Supplies	\$ 25,426	\$ 19,403	\$ 27,780	\$ 21,705	\$ 23,888	\$ 23,888
<b>Total Supplies</b>	<b>31,957</b>	<b>19,403</b>	<b>27,780</b>	<b>27,205</b>	<b>23,888</b>	<b>23,888</b>
Professional services	\$ 542,241	\$ 519,867	\$ 552,651	\$ 567,045	\$ 567,045	\$ 567,045
Communication	27,168	19,658	31,809	40,050	40,000	40,000
Travel	4,105	8,044	5,509	7,500	6,500	6,500
Advertising	6,541	3,170	6,526	11,250	8,500	8,500
Operating leases	7,653	8,170	13,439	9,108	7,500	7,500
Repair and maintenance	2,790	2,994	18,267	17,500	9,230	9,230
Miscellaneous	138,304	165,871	101,866	154,650	113,950	113,950
<b>Total Services</b>	<b>728,803</b>	<b>727,775</b>	<b>730,067</b>	<b>807,103</b>	<b>752,725</b>	<b>752,725</b>
<b>Total Parks and Recreation</b>	<b>1,889,669</b>	<b>1,966,773</b>	<b>1,964,382</b>	<b>2,192,194</b>	<b>2,111,509</b>	<b>2,178,952</b>

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

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

**Description**

The Administrative Services department provides communications, human services, community engagement and human resources services to the Tukwila community. 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 the City's Public Safety Plan.

**Expenditure Summary**

<i>Administrative Services - Administration</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-2020
Salaries & Wages	\$ -	\$ -		\$ -	\$ 150,730	\$ 161,745	0.00%	7.31%
Personnel Benefits	-	-		-	56,615	60,176	0.00%	6.29%
Supplies	-	-		-	-	-	0.00%	0.00%
Services	-	-		-	-	-	0.00%	0.00%
<b>Department Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 207,345</b>	<b>\$ 221,921</b>	<b>0.00%</b>	<b>7.03%</b>

**Expenditure Detail - Salaries and Benefits**

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

<i>Administrative Services - Administration</i>							
Position Description	2018 FTE	2019 FTE	2019 Budgeted		2020 FTE	2020 Budgeted	
			Salaries	Benefits		Salaries	Benefits
Deputy City Administrator	0	1	\$ 150,730	\$ 56,615	1	\$ 161,745	\$ 60,176
<b>Department Total</b>	<b>0</b>	<b>1</b>	<b>\$ 150,730</b>	<b>\$ 56,615</b>	<b>1</b>	<b>\$ 161,745</b>	<b>\$ 60,176</b>





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

**DIVISION:** Human Resources  
**FUND NUMBER:** 000  
**POSITION:** Deputy City Administrator

**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.

**Expenditure Summary**

<i>Administrative Services - Human Resources</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-2020
Salaries & Wages	\$ 403,941	\$ 401,717	\$ 381,199	\$ 419,405	\$ 409,840	\$ 429,301	-2.28%	4.75%
Personnel Benefits	135,420	137,269	135,225	164,728	157,540	165,354	-4.36%	4.96%
Supplies	9,337	12,861	8,083	11,017	7,700	7,700	-30.11%	0.00%
Services	98,729	105,000	121,940	132,933	118,555	118,555	-10.82%	0.00%
<b>Department Total</b>	<b>\$ 647,426</b>	<b>\$ 656,847</b>	<b>\$ 646,447</b>	<b>\$ 728,083</b>	<b>\$ 693,636</b>	<b>\$ 720,910</b>	<b>-4.73%</b>	<b>3.93%</b>

**Expenditure Detail - Salaries and Benefits**

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

<i>Administrative Services - Human Resources</i>							
Position Description	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Human Resources Director	1	1	\$ 133,488	\$ 53,357	1	\$ 143,769	\$ 56,781
Human Resources Analyst	2	2	196,747	71,015	2	204,484	74,203
Human Resources Technician	1	1	73,605	32,574	1	75,048	33,774
Extra Labor			6,000	595		6,000	595
<b>Department Total</b>	<b>4</b>	<b>4</b>	<b>\$ 409,840</b>	<b>\$ 157,540</b>	<b>4</b>	<b>\$ 429,301</b>	<b>\$ 165,354</b>

## Expenditure Detail – Supplies, Services and Other

Supplies include office and safety supplies, meals and refreshments for meetings; services include labor relations professional services, employee assistance program, public safety testing, software maintenance, equipment repair, travel, subscriptions and memberships, among others.

<i>Administrative Services - Human Resources</i>							
Account Number	Actual			Budget			
	2016	2017	Projected 2018	2018	2019	2020	
000.04.518.100.31.00	Supplies - Office	\$ 6,918	\$ 9,629	\$ 4,199	\$ 6,917	\$ 5,500	\$ 5,500
000.04.518.100.31.02	Supplies - Safety	906	1,003	104	1,500	1,000	1,000
000.04.518.110.31.00	Supplies -Office and Operating	122	675	389	1,000	500	500
000.04.518.110.31.43	Supplies - Meals and Refreshments	1,390	1,554	3,392	1,600	700	700
<b>Total Supplies</b>		<b>9,337</b>	<b>12,861</b>	<b>8,083</b>	<b>11,017</b>	<b>7,700</b>	<b>7,700</b>
000.04.518.100.41.00	Prof Svcs - Misc training, investigations, and background check and fees	34,676	3,805	20,022	30,000	30,000	30,000
000.04.518.100.41.02	Prof Svcs - General safety and training	600	4,085	2,426	2,500	1,000	1,000
000.04.518.100.41.03	Prof Svcs - Labor relations, negotiations/mediations for bargaining units and potential grievances and/or Civil Service hearings	10,108	47,287	39,823	25,000	25,000	25,000
000.04.518.100.41.04	Prof Svcs - Employee Assistance Program	8,790	4,768	6,801	9,075	9,075	9,075
000.04.518.100.41.05	Prof Svcs - NEOGOV Software	8,550	-	9,500	9,500	13,000	13,000
000.04.518.100.42.00	Communication - Postage	-	-	50	50	-	-
000.04.518.100.43.00	Travel - Meals, Parking, Mileage, Lodging for WAPELRA and NPELRA	943	1,234	1,354	3,000	2,000	2,000
000.04.518.100.44.00	Advertising - Advertising job openings	6,541	3,133	5,576	6,000	3,500	3,500
000.04.518.100.45.00	Rental - Rentals/leases	2,087	2,328	1,593	2,108	500	500
000.04.518.100.48.00	R&M - Eden software, copier maintenance	2,790	2,994	11,229	15,500	7,230	7,230
000.04.518.100.49.00	Misc - Citywide anti-harassment training	(160)	8,609	-	-	-	-
000.04.518.100.49.01	Misc - Annual memberships for various organizations	856	972	630	1,200	1,000	1,000
000.04.518.100.49.02	Misc - Printing of department forms and new employee packets	123	-	-	500	-	-
000.04.518.100.49.03	Misc - Registrations for conferences and training	598	2,395	2,000	2,000	2,000	2,000
000.04.518.110.41.00	Prof Svcs - Public Safety Testing quarterly fees, Promotional Testing Fees, Legal Fees	20,578	20,252	20,184	22,500	20,500	20,500
000.04.518.110.44.00	Advertising - Advertising for non-commissioned, lateral police and firefighters positions	-	-	-	250	-	-
000.04.518.110.45.00	Rental - Room rentals and other expenses for testing for non-commissioned positions	1,650	2,785	-	3,000	3,000	3,000
000.04.518.110.49.00	Misc - Conference registration for Commissioners	-	354	751	750	750	750
<b>Total Services</b>		<b>98,729</b>	<b>105,000</b>	<b>121,940</b>	<b>132,933</b>	<b>118,555</b>	<b>118,555</b>
<b>Total Supplies, Services and Other</b>		<b>\$ 108,066</b>	<b>\$ 117,861</b>	<b>\$ 130,023</b>	<b>\$ 143,950</b>	<b>\$ 126,255</b>	<b>\$ 126,255</b>



**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.

### Expenditure Summary

<i>Administrative Services - Community Services and Engagement</i>								
Expenditures By Type	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-2020
Salaries & Wages	\$ 425,598	\$ 491,585	\$ 486,490	\$ 550,560	\$ 396,923	\$ 414,656	-27.91%	4.47%
Personnel Benefits	163,949	189,024	203,622	223,193	163,247	171,107	-26.86%	4.81%
Supplies	22,621	6,542	19,697	16,188	16,188	16,188	0.00%	0.00%
Services	630,075	622,775	608,127	674,170	634,170	634,170	-5.93%	0.00%
<b>Department Total</b>	<b>\$ 1,242,242</b>	<b>\$ 1,309,926</b>	<b>\$ 1,317,936</b>	<b>\$ 1,464,111</b>	<b>\$ 1,210,529</b>	<b>\$ 1,236,121</b>	<b>-17.32%</b>	<b>2.11%</b>

### Expenditure Detail - Salaries and Benefits

<i>Administrative Services - Community Services and Engagement</i>							
Position Description	2018	2019	2019 Budgeted		2020	2020 Budgeted	
	FTE	FTE	Salaries	Benefits	FTE	Salaries	Benefits
Community Engagement Manager	1	1	\$ 103,229	\$ 43,084	1	\$ 109,604	\$ 45,517
Program Coordinator	0	1	93,772	36,902	1	100,317	39,146
Admin Support Coordinator	3	2	141,826	63,112	2	145,303	65,564
Admin Support Specialist	0	1	53,096	19,654	1	54,432	20,384
Program Manager	2	0	-	-	0	-	-
Extra Labor			5,000	496		5,000	496
<b>Department Total</b>	<b>6</b>	<b>5</b>	<b>\$ 396,923</b>	<b>\$ 163,247</b>	<b>5</b>	<b>\$ 414,656</b>	<b>\$ 171,107</b>

**Expenditure Detail – Supplies, Services and Other**

<b>Administrative Services - Community Services and Engagement</b>							
<b>Account Number</b>		<b>Actual</b>			<b>Budget</b>		
		<b>2016</b>	<b>2017</b>	<b>Projected 2018</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
000.03.518.110.31.00	Supplies - Office & Operating	\$ 15,017	\$ 4,914	\$ 14,197	\$ 9,000	\$ 10,688	\$ 10,688
000.03.518.110.35.00	Supplies - Human Services	6,532	-	-	5,500	-	-
000.03.557.201.31.00	Small Tools & Minor Equipment - Video equipment, etc.	1,072	1,628	5,500	1,688	5,500	5,500
<b>Total Supplies</b>		<b>22,621</b>	<b>6,542</b>	<b>19,697</b>	<b>16,188</b>	<b>16,188</b>	<b>16,188</b>
000.03.518.110.41.00	Prof Svcs - Website assistance	3,250	30,739	30,424	35,000	35,000	35,000
000.03.518.110.42.00	Communication - Postage, translation, banners, etc.	27,168	19,658	31,759	40,000	40,000	40,000
000.03.518.110.43.00	Travel -Mileage, parking, other travel for events	2,920	6,792	3,626	4,000	4,000	4,000
000.03.518.110.44.00	Advertising - Tukwila Reporter	-	38	950	5,000	5,000	5,000
000.03.518.110.45.00	Rental - Video equipment	3,916	3,057	11,845	4,000	4,000	4,000
000.03.518.110.48.00	R&M - Misc equipment as needed	-	-	7,038	2,000	2,000	2,000
000.03.518.110.49.00	Misc - Memberships, training and workshops	15,537	20,718	10,364	5,000	5,000	5,000
000.03.518.110.49.01	Misc - Memberships, dues and subscriptions	50	-	2,000	8,000	8,000	8,000
000.03.518.110.49.03	Misc - Printing and Binding	5,959	112	-	-	-	-
000.03.518.110.49.05	Misc - Registrations	590	2,920	1,783	2,000	2,000	2,000
000.03.557.201.41.00	Prof Svcs - <u>Information and Referral</u> : crisis lines, capacity building; <u>Positive and Healthy Relationships</u> : mental health counseling, substance abuse, sexual abuse, family support services; <u>Support for Self-Sufficiency</u> : aging in place, legal support eviction prevention, neighborhood legal clinics; <u>Safety Net</u> : homeless shelters, domestic violence support services, food banks, medical, dental, financial eviction prevention.	455,690	408,932	423,470	433,470	433,470	433,470
000.03.557.201.43.00	Travel - Parking for various meetings - regional and sub-regional	243	18	529	500	500	500
000.03.557.201.49.00	Misc - Associations, registrations, professional development, translation, childcare	660	407	4,530	4,700	4,700	4,700
000.03.557.201.49.01	Misc - Human Services Commission mtgs, food, program registrations, materials	-	-	500	500	500	500
000.03.557.202.49.01	Misc - CDBG pass through funding for minor home repair program	114,092	129,385	79,309	130,000	90,000	90,000
<b>Total Services</b>		<b>630,075</b>	<b>622,775</b>	<b>608,127</b>	<b>674,170</b>	<b>634,170</b>	<b>634,170</b>
<b>Total Supplies, Services and Other</b>		<b>\$ 652,695</b>	<b>\$ 629,317</b>	<b>\$ 627,824</b>	<b>\$ 690,358</b>	<b>\$ 650,358</b>	<b>\$ 650,358</b>

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**DEPARTMENT:** Finance  
**FUND:** Self Insured Healthcare Plan  
**RESPONSIBLE MANAGER:** Peggy McCarthy

**FUND NUMBER:** 502  
**POSITION:** Finance 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.

### 2017-2018 Accomplishments

- ◆ Made changes in funding level to reduce plan overfunding and achieve balance between annual premium charges and maintenance of reserve levels. **Strategic Goal 4**

### 2019-2020 Outcome Goals

- ◆ Monitor fund balance to ensure adequate balance between annual premium charges and maintenance of reserve levels. **Strategic Goal 4**
- ◆ Implement new State paid family leave act. **Strategic Goal 4**

### 2019-2020 Indicators of Success

- ◆ A premium structure that adequately funds the plan and maintains a smooth and predictable premium trajectory is achieved. **Strategic Goal 4**
- ◆ A balance is maintained between Plan benefits and City priorities. **Strategic Goal 5**



## Revenue and Expense Summary

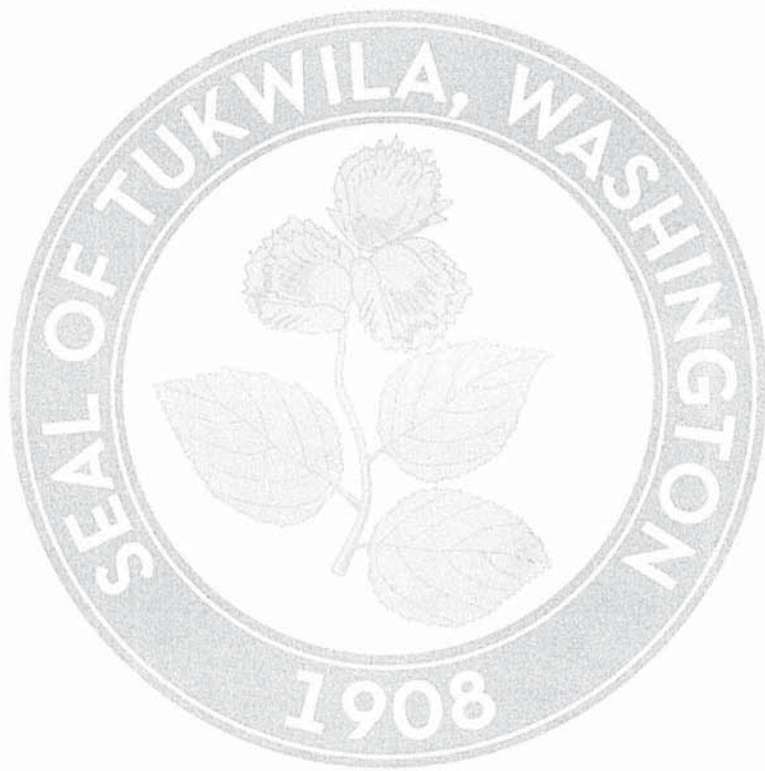
<i>Self Insured Healthcare Plan</i>								
	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Operating Revenue								
Employer Trust Contributions	\$ 5,288,549	\$ 5,729,693	\$ 5,763,534	\$ 6,474,405	\$ 6,157,653	\$ 6,465,563	-4.89%	5.00%
Employee Contributions	138,033	114,244	105,346	77,000	349,024	366,399	353.28%	4.98%
Employee Benefit Programs	2,344	1,582	1,280	1,200	1,200	1,200	0.00%	0.00%
Investment Earnings	22,288	55,442	56,246	96,000	55,995	56,274	-41.67%	0.50%
<b>Total Operating Revenue</b>	<b>5,451,214</b>	<b>5,900,960</b>	<b>5,926,406</b>	<b>6,648,605</b>	<b>6,563,872</b>	<b>6,889,436</b>	<b>-1.27%</b>	<b>4.96%</b>
Operating Expenses								
Self-Insured Medical Claims	3,542,958	4,009,657	3,792,418	4,424,000	4,353,129	4,723,375	-1.60%	8.51%
Dental Claims	603,736	584,822	528,631	583,978	567,061	590,878	-2.90%	4.20%
Prescription Claims	1,123,821	1,048,018	1,000,331	1,084,400	1,007,556	1,124,432	-7.09%	11.60%
Vision Claims	32,726	28,120	13,182	32,300	30,777	31,854	-4.72%	3.50%
Stop Loss Reimbursements	(105,351)	(68,255)	(193,695)	(75,750)	-	-	0.00%	0.00%
TPA Admin Fees	203,538	158,995	134,328	237,200	166,070	169,391	-29.99%	2.00%
Excess Loss Premiums	379,705	385,397	402,642	564,350	482,807	519,500	-14.45%	7.60%
IBNR Adjustment	-	-	17,750	117,750	48,900	48,700	-58.47%	-0.41%
Professional Services	27,777	28,076	16,105	32,000	85,199	35,600	166.25%	-58.22%
Miscellaneous	3,013	4,891	3,850	7,000	2,204	2,268	-68.51%	2.90%
Wellness Program	5,703	22,526	18,000	18,000	18,000	18,000	0.00%	0.00%
<b>Total Operating Expenses</b>	<b>5,817,626</b>	<b>6,202,247</b>	<b>5,733,543</b>	<b>7,025,228</b>	<b>6,761,703</b>	<b>7,263,998</b>	<b>-3.75%</b>	<b>7.43%</b>
Indirect cost allocation	120,703	123,117	125,579	125,579	142,959	148,106	13.84%	3.60%
<b>Total Expenses</b>	<b>5,938,329</b>	<b>6,325,364</b>	<b>5,859,122</b>	<b>7,150,807</b>	<b>6,904,662</b>	<b>7,412,104</b>	<b>-3.44%</b>	<b>7.35%</b>
Beginning Fund Balance	1,981,939	1,494,824	1,070,420	2,344,927	1,137,704	796,914	-51.48%	-29.95%
Change in Fund Balance	(487,115)	(424,404)	67,284	(502,202)	(340,790)	(522,668)	-32.14%	53.37%
<b>Ending Fund Balance</b>	<b>\$ 1,494,824</b>	<b>\$ 1,070,420</b>	<b>\$ 1,137,704</b>	<b>\$ 1,842,725</b>	<b>\$ 796,914</b>	<b>\$ 274,247</b>	<b>-56.75%</b>	<b>-65.59%</b>
Unrestricted	1,494,824	1,070,420	1,137,704	1,842,725	796,914	274,247	-56.75%	-65.59%
IBNR reserve	1,858,250	1,858,250	1,533,750	2,186,250	1,656,000	1,777,750	-24.25%	7.35%

## Expenditure Detail – Benefits and Services

Employee benefits costs include medical, vision, and dental claims for all employees and dependents. Services includes broker fees, other healthcare plan fees, and Wellness program costs.

### Self Insured Healthcare Plan

Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
502.00.517.370.25.00 Benefits - Self insured medical claims	\$ 3,542,958	\$ 4,009,657	\$ 3,792,418	\$ 4,424,000	\$ 4,353,129	\$ 4,723,375
502.00.517.370.25.01 Benefits - Dental claims	603,736	584,822	528,631	583,978	567,061	590,878
502.00.517.370.25.02 Benefits - Prescription claims	1,123,821	1,048,018	1,000,331	1,084,400	1,007,556	1,124,432
502.00.517.370.25.03 Benefits - Vision claims	32,726	28,120	13,182	32,300	30,777	31,854
502.00.517.370.25.04 Benefits - Stop loss reimbursements	(105,351)	(68,255)	(193,695)	(75,750)	-	-
502.00.517.370.25.05 Benefits - Prescription fees	-	-	-	-	-	-
502.00.517.370.25.06 Benefits - TPD Admin fees	203,538	158,995	134,328	237,200	166,070	169,391
502.00.517.370.25.07 Benefits - Excess loss premiums	379,705	385,397	402,642	564,350	482,807	519,500
502.00.517.370.25.10 Benefits - IBNR adjustment	-	-	17,750	117,750	48,900	48,700
<b>Total Benefits</b>	<b>5,781,133</b>	<b>6,146,754</b>	<b>5,695,587</b>	<b>6,968,228</b>	<b>6,656,300</b>	<b>7,208,130</b>
502.00.517.370.41.00 Prof Svcs - Broker fees	27,777	28,076	16,105	32,000	85,199	35,600
502.00.517.370.49.00 Misc - Other healthcare plan fees	3,013	4,891	3,850	7,000	2,204	2,268
502.00.517.900.49.01 Misc - Wellness program	5,703	22,526	18,000	18,000	18,000	18,000
<b>Total Services</b>	<b>36,493</b>	<b>55,493</b>	<b>37,956</b>	<b>57,000</b>	<b>105,403</b>	<b>55,868</b>
<b>Total Benefits and Services</b>	<b>\$ 5,817,626</b>	<b>\$ 6,202,247</b>	<b>\$ 5,733,543</b>	<b>\$ 7,025,228</b>	<b>\$ 6,761,703</b>	<b>\$ 7,263,998</b>



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**DEPARTMENT:** Finance  
**FUND:** LEOFF I Retiree Self-Insured Healthcare Plan  
**RESPONSIBLE MANAGER:** Peggy McCarthy

**DIVISION:** N/A  
**FUND NUMBER:** 503  
**POSITION:** Finance 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.

### 2017-2018 Accomplishments

- ◆ Optimize use of Medicare insurance coverage to manage plan costs. *Strategic Goal 4*

### 2019-2020 Outcome Goals

- ◆ Continue to analyze and revise funding structure to achieve a smooth and predictable premium trend. *Strategic Goal 4*

### 2019-2020 Indicators of Success

- ◆ A smooth funding trend is achieved. *Strategic Goal 4*
- ◆ Reserves levels are maintained. *Strategic Goal 4*
- ◆ Costs are managed and stabilized. *Strategic Goal 4*

## Revenue and Expense Summary

### LEOFF 1 Self Insured Healthcare Plan

	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
Operating Revenue								
Employer Trust Contributions	630,444	253,445	250,336	265,000	265,000	265,000	0.00%	0.00%
Investment Earnings	569	(5,621)	2,217	3,340	1,533	1,541	-54.10%	0.52%
<b>Total Operating Revenue</b>	<b>631,012</b>	<b>247,824</b>	<b>252,553</b>	<b>268,340</b>	<b>266,533</b>	<b>266,541</b>	<b>-0.67%</b>	<b>0.00%</b>
Operating Expenses								
Self-Insured Medical Claims	164,120	164,645	164,929	265,000	181,401	189,201	-31.55%	4.30%
Dental Claims	25,293	36,832	47,599	36,040	35,986	37,641	-0.15%	4.60%
Prescription Claims	131,386	104,840	95,748	169,600	114,048	125,339	-32.75%	9.90%
Vision Claims	5,110	5,481	8,073	8,480	6,193	6,324	-26.97%	2.12%
Stop Loss Reimbursements	67,395	-	-	-	-	-	0.00%	0.00%
TPA Admin Fees	39,918	15,744	15,678	21,200	16,682	17,017	-21.31%	2.01%
Excess Loss Premiums	19,515	16,493	6,436	26,500	26,500	26,500	0.00%	0.00%
Long Term Care Insurance	9,881	11,555	14,840	14,840	23,891	25,086	60.99%	5.00%
IBNR Adjustment	-	-	8,750	8,750	1,500	600	-82.86%	-60.00%
Retiree Medical Reimbursement	10,025	24,545	6,557	20,000	19,555	20,555	-2.23%	5.11%
Retiree Medicare Reimbursement	33,628	33,512	39,957	33,000	33,000	35,816	0.00%	8.53%
Professional Services	6,340	4,095	2,689	6,000	6,499	4,734	8.32%	-27.16%
Miscellaneous	250	-	500	500	500	500	0.00%	0.00%
<b>Total Operating Expenses</b>	<b>512,861</b>	<b>417,740</b>	<b>411,756</b>	<b>609,910</b>	<b>465,755</b>	<b>489,313</b>	<b>-23.64%</b>	<b>5.06%</b>
Indirect cost allocation	11,408	12,549	13,804	13,804	-	-	0.00%	0.00%
<b>Total Expenses</b>	<b>524,269</b>	<b>430,289</b>	<b>425,560</b>	<b>623,714</b>	<b>465,755</b>	<b>489,313</b>	<b>-25.33%</b>	<b>5.06%</b>
Beginning Fund Balance	775,734	882,478	700,012	872,246	527,005	327,783	-39.58%	-37.80%
Change in Fund Balance	106,744	(182,466)	(173,007)	(355,374)	(199,222)	(222,772)	-43.94%	11.82%
<b>Ending Fund Balance</b>	<b>\$ 882,478</b>	<b>\$ 700,012</b>	<b>\$ 527,005</b>	<b>\$ 516,872</b>	<b>\$ 327,783</b>	<b>\$ 105,011</b>	<b>-36.58%</b>	<b>-67.96%</b>
Unrestricted	882,478	700,012	527,005	516,872	327,783	105,011	-36.58%	-67.96%
IBNR reserve	146,250	184,250	157,250	156,500	158,750	160,250	1.44%	0.94%

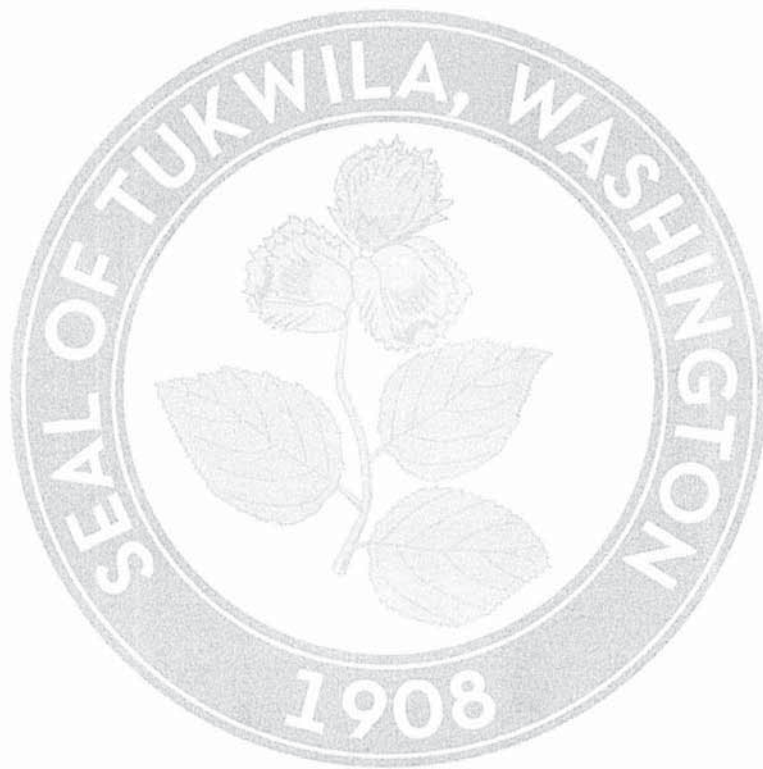
## Expenditure Detail – Benefits and Services

Employee benefits costs include medical, vision, and dental claims for LEOFF I members. Services includes broker fees and other healthcare plan fees.

### LEOFF 1 Self Insured Healthcare Plan

Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
503.00.517.200.25.00 Benefits - Self-insured medical & dental	\$ 164,120	\$ 164,645	\$ 164,929	\$ 265,000	\$ 181,401	\$ 189,201
503.00.517.200.25.01 Benefits - Dental claims	25,293	36,832	47,599	36,040	35,986	37,641
503.00.517.200.25.02 Benefits - Prescription claims	131,386	104,840	95,748	169,600	114,048	125,339
503.00.517.200.25.03 Benefits - Vision claims	5,110	5,481	8,073	8,480	6,193	6,324
503.00.517.200.25.04 Benefits - Stop loss reimbursements	67,395	-	-	-	-	-
503.00.517.200.25.05 Benefits - Prescription fees	-	-	-	-	-	-
503.00.517.200.25.06 Benefits - TPA admin fees	39,918	15,744	15,678	21,200	16,682	17,017
503.00.517.200.25.07 Benefits - Excess loss premiums	19,515	16,493	6,436	26,500	26,500	26,500
503.00.517.200.25.08 Benefits - Long term care	9,881	11,555	14,840	14,840	23,891	25,086
503.00.517.200.25.10 Benefits - IBNR adjustment	-	-	8,750	8,750	1,500	600
503.00.517.200.25.20 Benefits - Medical, dental, life, optical	10,025	24,545	6,557	20,000	19,555	20,555
503.00.517.200.25.21 Benefits - Medical, dental, life, optical	33,628	33,512	39,957	33,000	33,000	35,816
<b>Total Benefits</b>	<b>506,271</b>	<b>413,645</b>	<b>408,567</b>	<b>603,410</b>	<b>458,756</b>	<b>484,079</b>
503.00.517.200.41.00 Prof Svcs - Broker fees	6,340	4,095	2,689	6,000	6,499	4,734
503.00.517.200.49.00 Misc - Plan document fees	250	-	500	500	500	500
<b>Total Services</b>	<b>6,590</b>	<b>4,095</b>	<b>3,189</b>	<b>6,500</b>	<b>6,999</b>	<b>5,234</b>
<b>Total Benefits and Services</b>	<b>\$ 512,861</b>	<b>\$ 417,740</b>	<b>\$ 411,756</b>	<b>\$ 609,910</b>	<b>\$ 465,755</b>	<b>\$ 489,313</b>





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**F. Contract Amendment: Labor Relations Support**

Staff is seeking an amendment to Contract 18-035 with Cabot Dow & Associates for an additional \$23,000 to retain labor relations support services through December 31, 2018. There has been additional work this year due to simultaneous negotiations and one contract going to arbitration. The original amount of \$35,000 does not cover these additional services. Chair Quinn requested additional language to confirm the City will receive the data and any other documentation. **UNANIMOUS APPROVAL. FORWARD TO NOVEMBER 5, 2018 REGULAR CONSENT AGENDA.**

**G. Proposed 2019-2020 Biennial Budget**

Staff presented proposed budgets for the following departments:



*Mayor’s Office Department*

The proposed Mayor’s Office budget contains a 3.12% decrease of the 2018 budget in 2019 and a 1.63% decrease of the 2018 budget in 2020 with reductions and additions outlined in the memo. Councilmember Kruller stated that she has heard that departments have been asked to underspend by 5% for the Mayor to have discretionary funds. Staff replied that all departments except Police and Fire have been asked to cut 3% to address the revenue shortfall. These savings were primarily in unfilled positions in 2018 but in 2019 and 2020 they are ongoing savings such as contracts and supplies. Councilmember Kruller again stated she would like to better understand the mechanics of any discretionary spending available to the Mayor.

*Administrative Services*

Administrative Services is a new department that includes Communications, Community Engagement, Human Services, and Human Resources. The overall budget for 2019 is 3.7% less than what was budgeted for these functions in 2018. Human Services is funded at the same level, including the additional \$50,000 approved by the Council in 2016, and 34 programs were chosen for funding through the RFP process.

*Self-Insured Healthcare (Fund 502)*

This fund covers the City’s self-insured healthcare plan and all costs are fully covered, including the IBNR (insured but not reported) reserve.

*LEOFF I Retiree Self-Insured Healthcare Plan (Fund 503)*

This fund covers the City’s LEOFF I retiree self-insured healthcare plan and has been reduced to better reflect actual expenses and is funded to the level recommended by the City’s broker an actuary.

**FORWARD TO OCTOBER 22, 2018 COMMITTEE OF THE WHOLE.**

**III. MISCELLANEOUS**

Adjourned at 6:48 p.m.

Committee Chair Approval

Minutes by LH











## INFORMATIONAL MEMORANDUM

TO: Finance Committee

FROM: Peggy McCarthy, Finance Director

BY: Vicky Carlsen, Deputy Finance Director

CC: Mayor Ekberg

DATE: August 15, 2018

SUBJECT: **Public Safety Plan and City Facilities Funds 2019-2020 Proposed Budget Updated September 27, 2018**

### **ISSUE**

As provided for in the budget process approved by the Finance Committee, Council Committees will be reviewing budget sections prior to review by the full Council. The Public Safety Plan and City Facilities funds section of the budget is ready for review by the Finance Committee.

### **BACKGROUND**

The Public Safety Plan fund is used to account for construction costs associated with the new Justice Center and reconstruction of fire stations. Projects in this fund are funded by voter approved debt, non-voted debt (LTGO) and dedicated revenue sources including real estate excise tax, fire impact fees, and land sale proceeds. The City Facilities fund accounts for costs associated with major reconstruction of City facilities including the Public Works shops facility. Projects in this fund are funded by LTGO or other non-voted debt options.

### **DISCUSSION**

#### *Public Safety Plan Fund:*

The proposed budget reflects updated project costs as presented by SOJ on August 1, 2018. Because fire station 54 was removed from the plan, soft costs that had been allocated to fire station 54 had to be reallocated to the remaining projects. At the end of the biennium, the fund is expected to have an ending fund balance of approximately \$2.5 million.

#### *City Facilities fund (PW Shops):*

Funding for PW Shops facility in the City Facilities fund include LTGO bond proceeds in 2019 to purchase land for the Public Works Shops facility and remodel existing structures to accommodate City staff needs. It is anticipated that construction will be completed in 2020 and any remaining funds will be transferred to the public safety plan fund.

#### *Updates to the Financial Framework:*

The financial framework, as presented to the Finance committee on June 5, 2018 included issuing LTGO debt of \$20 million in 2020. Because of changes in timing of expenditures and reallocating soft costs from fire station 54 to the remaining projects, the City now expects to issue \$25 million in 2019. Fire impact fee budget has also been increased from \$300 thousand to \$500 thousand to reflect the increase in the impact fee rates.

At the August 20, 2018 Public Safety committee meeting, the proposed budget for the Public Safety Plan and City Facilities (PW Shops) funds were presented. Staff was asked to provide

- (1) a footnote explaining capitalization of supplies and equipment,
- (2) a footnote explaining revenues on the Capital Improvement Program pages in greater detail,



(3), footnotes explaining the proposed \$297 thousand estimate for fire station 54 in 2019, and

(4) an explanation for the change in LTGO debt from \$20 million to \$25 million.

*(1) Capitalization of supplies and equipment*

Supply line items included in the budget have been updated to reflect exactly what equipment is being purchased. Bunker gear and SCBAs were purchased in 2017. Purchase of extrication equipment is planned for the upcoming biennium.

*(2) Capital Improvement Program (CIP) pages – revenues*

Caption has been updated to correctly state “Fund Balance”

*(3) Costs associated with Fire Station 54*

Below is a chart summarizing costs spent to date on Fire Station 54 as well as the proposed budget for 2019.

**Summary of Fire Station 54 Costs (rounded)**

	2017	2018	2019	Total
A&E Services	\$ 82,000	\$ 69,000	\$ -	\$ 151,000
Land Acq. & related costs	9,000	905,000	-	914,000
Project Mgmt	49,000	58,000	-	107,000
Pre-Construction	500	33,000	-	33,500
Study to retrofit existing station	-	-	297,000	297,000
<b>Totals</b>	<b>\$ 140,500</b>	<b>\$ 1,065,000</b>	<b>\$ 297,000</b>	<b>\$ 1,502,500</b>

At the July 16, 2018 Public Safety committee meeting, discussion was held regarding contract amendments to the Public Safety Plan. Committee members discussed the amendments as well as the unknown costs of retrofitting Station 54. Mr. Goldblatt stated that preliminary work is planned to assess the condition of the station. The preliminary work will build on past studies and provide an updated cost estimate for retrofitting the existing station. The proposed budget includes \$297 thousand for this assessment. Also included in the revised budget of \$1.5 million is budget to demolish the existing structure on the new station 54 site.

*(4) Proposed change in debt from \$20 million to \$25 million*

Steve Goldblatt, PMQA Consultant provided a Public Safety Plan update dated August 9, 2018. In his report, he states that with the deletion of station 54 from the project, there will be a loss of some economy of scale on design, construction, and dependent costs for stations 51 and 52. The City received updated budgets for the Plan at the July 23, 2018 Committee of the Whole and, due to the removal of station 54, total project costs increased approximately \$3 million. Cost changes are summarized in the chart below.

**Summary of Project Budget Changes (in thousands)**

	Scenario D - 20		Change
	Year Debt as presented at June 11, 2018 Work Session	Updated at July 23, 2018 C.O.W.	
Justice Center	\$ 68,570	\$ 68,536	\$ (34)
Fire Station 51	12,540	13,272	732
Fire Station 52	17,651	18,610	959
* Fire Station 54	143	1,502	1,359
Apparatus & Equipment	15,825	15,825	-
PW Shops	30,000	30,000	-
<b>Total Budget</b>	<b>\$ 144,729</b>	<b>\$ 147,745</b>	<b>\$ 3,016</b>

\* Scenario D - 20 Year Debt showed a budget for station 54 at \$143 thousand. The updated budget includes all costs incurred to date as well as \$297 thousand for a study to retrofit existing station 54.

In order to true up the budget in the next biennium and provide an ending fund balance to carry forward into the next budget cycle, the 2019-2020 budget proposes a debt issuance of \$25 million. It should be noted that, when it becomes necessary to issue the debt in 2019, the City can choose to issue less than the budgeted amount if the full \$25 million is not needed. Increasing the debt issuance was proposed because it provides the greatest flexibility for the general fund.

There are other options available to true up the updated budget. Some of the options include:

- Reduce the proposed budget for debt issuance to \$23 million
- Reduce PSP plan costs in other projects
- Reduce budget for fire apparatus and equipment
- Dedicate additional general fund sources to the plan

Once a decision is reached on the preferred method of truing up the 2019-2020 budget for the Public Safety Plan fund and City Facilities fund, a revised proposed budget will be presented to the Committee for review.

At the September 4, 2018 Public Safety Committee meeting, a table comparing cost estimates for Station 54 both before Council adopted the D-20 model and after, including the soft costs that were absorbed by Station 51 and 52. The information requested is presented below in the following tables:



**Fire Station 54 Project Cost Comparison Before/After D-20**

Note: this table does not reflect future cost of assessing the current Fire Station 54 needs.

as of September 20, 2018 / reconciled to Aug 2018 GL

Project Budgets	A	B	C		Notes	Delta (C-B) Balance Remaining in Budget	Notes
	Pre Design Estimate	Revised D-20 Budget to Council on 7/23/18	Change in Budget (A - B)	Dollars Spent to Date			
<u>Category</u>							
A/E Services (both design & CA)	\$ 1,003,000	\$ 150,000	\$ (853,000)	\$ 131,495	Programming, Site analysis, etc.	\$ 18,505	
Property	\$ 854,000	\$ 906,193	\$ 52,193	\$ 904,701	Property Purchase and Commission	\$ 1,492	
Permits/Fees	\$ 262,000	\$ 20,000	\$ (242,000)	\$ -		\$ 20,000	Utility Disconnect, etc of Existing
Construction (pre-con, const & tax)	\$ 9,935,000	\$ 230,000	\$ (9,705,000)	\$ -		\$ 230,000	Clean Up (Likely stay lower than this number)
Construction Related Costs	\$ 1,038,500	\$ 48,875	\$ (989,625)	\$ 22,628	Soils Testing, Printing, etc.	\$ 26,247	HazMat, Site Inspection, etc.
PM Services (incl Other Professional Svcs)	\$ 476,000	\$ 107,500	\$ (368,500)	\$ 79,570	SOJ and Legal	\$ 27,930	
Contingency (incl Construction & Project)	\$ 1,184,500	\$ 39,432	\$ (1,145,068)	\$ -		\$ 39,432	
<b>TOTAL</b>	<b>\$ 14,753,000</b>	<b>\$ 1,502,000</b>	<b>\$(13,251,000)</b>	<b>\$ 1,138,394</b>		<b>\$ 363,606</b>	

Additional Cost Impacts to FS 51 & 52	Before D-20	After D-20	Delta	Drive-through Site Plan Impact at FS 52		Latest Official Budgets
Fire Station 51	\$ 12,509,000	\$ 13,273,000	\$ 764,000		\$ 764,000	\$ 13,273,000
Fire Station 52	\$ 17,652,000	\$ 18,610,000	\$ 958,000	\$ 650,000	\$ 1,608,000	\$ 19,260,000
				<b>Total Cost Increase to FS 51 &amp; FS 52</b>	<b>\$ 2,372,000</b>	

**RECOMMENDATION**

Staff recommends that the Public Safety Committee forward this section of the budget on to the Committee of the Whole for review. If there are no recommended changes, Council consensus will be requested to move this departmental budget forward to the final budget package in November.

**ATTACHMENTS**



DEPARTMENT: N/A  
 FUND: Public Safety Plan Fund  
 RESPONSIBLE MANAGER: Henry Hash

FUND NUMBER: 305  
 POSITION: Public Works Director

**Description**

The Public Safety Plan fund is used to construct a new Justice Center, which will house the Police department and Court, and reconstruct existing fire stations. Projects in this fund are paid for with voter-approved debt, non-voted debt (LTGO), and other dedicated revenue sources including real estate excise taxes, impact fees, and proceeds from land sales.

**Revenue and Expenditure Summary**

Public Safety Plan								
	Actual			Budget			Percent Change	
	2016	2017	2018*	2018	2019	2020	2018-19	2019-20
Operating Revenue								
Miscellaneous Revenue								
Investment Earnings	\$ 9,561	\$ 258,283	\$ 503,546	\$ -	\$ 300,000	\$ 100,000	0.00%	-66.67%
Total Miscellaneous Revenue	9,561	258,283	503,546	-	300,000	100,000	0.00%	-66.67%
Capital Project Revenue								
Tukwila South Mitigation	-	500,000	300,000	300,000	300,000	300,000	0.00%	0.00%
Real Estate Excise Tax	-	-	500,000	-	500,000	500,000	0.00%	0.00%
Sale of Land	-	-	-	-	4,889,300	1,000,000	0.00%	-79.55%
UTGO Bond Proceeds	32,990,000	-	-	-	40,675,046	-	0.00%	0.00%
LTGO Bond Proceeds	-	-	-	-	17,500,000	-	0.00%	0.00%
Premium on Bond Proceeds	3,719,954	-	-	-	-	-	0.00%	0.00%
Total Capital Project Revenue	36,709,954	500,000	800,000	300,000	63,864,346	1,800,000	21188.12%	-97.18%
Transfers In - Fire Impact Fees	-	1,017,000	400,000	-	500,000	500,000	0.00%	0.00%
Transfers In - City Facilities Fund	-	-	-	-	1,750,000	283,709	0.00%	-83.79%
<b>Total Revenue</b>	<b>36,719,516</b>	<b>1,775,283</b>	<b>1,703,546</b>	<b>300,000</b>	<b>66,414,346</b>	<b>2,683,709</b>	<b>22038.12%</b>	<b>-95.96%</b>
Expenditures								
Justice Center	123,833	431,266	17,869,000	2,157,000	26,596,000	23,515,000	1133.01%	-11.58%
Fire Station 51	59,853	254,484	1,145,000	5,320,000	9,416,000	2,396,000	76.99%	-74.55%
Fire Station 52	8,256	161,299	771,000	672,000	2,963,000	13,749,000	340.92%	364.02%
Fire Station 54	-	142,791	1,062,000	-	297,000	-	0.00%	0.00%
Fire Equipment	-	-	-	-	324,578	28,146	0.00%	-91.33%
Total Capital Projects	191,942	989,840	20,847,000	8,149,000	39,596,578	39,688,146	385.91%	0.23%
Transfer for Fire Apparatus	14,447	573,651	4,542,972	3,695,000	300,000	340,000	-91.88%	13.33%
<b>Total Expenditures</b>	<b>206,389</b>	<b>1,563,491</b>	<b>25,389,972</b>	<b>11,844,000</b>	<b>39,896,578</b>	<b>40,028,146</b>	<b>236.85%</b>	<b>0.33%</b>
Beginning Fund Balance	-	36,513,127	36,724,918	11,673,000	13,038,491	39,556,259	11.70%	203.38%
Change in Fund Balance	36,513,127	211,792	(23,686,427)	(11,544,000)	26,517,768	(37,344,437)	-329.71%	-240.83%
<b>Ending Fund Balance</b>	<b>\$ 36,513,127</b>	<b>\$ 36,724,918</b>	<b>\$ 13,038,491</b>	<b>\$ 129,000</b>	<b>\$ 39,556,259</b>	<b>\$ 2,211,822</b>	<b>30563.77%</b>	<b>-94.41%</b>

\*Projected

## Expenditure Detail –Services and Capital

Services include consulting and design. Capital includes land acquisition and construction. Project costs are related to Public Safety Plan.

Included in line 305.98.594.220.62.00 2019 budget of \$12,676,000 below is \$297 thousand to study what it would take to make life safety improvements to the existing fire station 54.

<i>Public Safety Plan</i>							
Account Number	Actual			Budget			
	2016	2017	2018*	2018	2019	2020	
305.98.522.220.35.00	Supplies - Bunker gear, SCBAs	\$ -	\$ 403,948	\$ 2,393	\$ -	\$ -	\$ -
305.98.594.220.35.00	Supplies - Extrication, SCBA fill station	-	-	4,066	-	324,578	28,146
<b>Total Supplies</b>		-	<b>403,948</b>	<b>6,458</b>	-	<b>324,578</b>	<b>28,146</b>
305.98.594.180.41.00	Prof Svcs - Design for Justice Center	\$ -	\$ -	\$ 815,966	\$ 2,157,000	\$ -	\$ -
305.98.594.220.41.00	Prof Svcs - Design for Fire Stations	-	-	12,750	1,314,000	-	-
<b>Total Services</b>		-	-	<b>828,716</b>	<b>3,471,000</b>	-	-
<b>Total Intergovernmental</b>		-	-	-	-	-	-
305.00.594.220.64.00	Capital - Land Fire Station	-	-	882,730	2,269,000	-	-
305.98.594.180.61.00	Capital - Buildings & Structures	-	-	2,977,600	-	-	-
305.98.594.210.61.00	Capital - Construction of Justice Center	-	-	13,499,142	-	460,000	-
305.98.594.210.62.00	Capital - Land for Justice Center	-	431,266	576,258	-	26,136,000	23,515,000
305.98.594.220.61.00	Capital - Land Fire Station	-	-	917,002	-	-	-
305.98.594.220.62.00	Capital - Construction of Fire Stations	-	558,574	288,183	-	12,676,000	16,145,000
305.98.594.220.64.00	Capital - Fire equipment	-	9,130	1,684	-	-	-
305.98.594.220.65.00	Capital - Fire Stations	-	-	868,459	4,654,000	-	-
<b>Total Other</b>		-	<b>998,969</b>	<b>20,011,058</b>	<b>6,923,000</b>	<b>39,272,000</b>	<b>39,660,000</b>
<b>Total Supplies, Services and Other</b>		\$ -	\$ <b>1,402,917</b>	\$ <b>20,846,233</b>	\$ <b>10,394,000</b>	\$ <b>39,596,578</b>	\$ <b>39,688,146</b>

\*Projected

DEPARTMENT: N/A  
 FUND: City Facilities Fund  
 RESPONSIBLE MANAGER: Henry Hash

FUND NUMBER: 306  
 POSITION: Public Works Director

**Description**

The City Facilities Fund is used for new construction or major reconstruction of city facilities. The current project accounted for in this fund is the Public Works Shops facility.

**Revenue and Expenditure Summary**

<i>City Facilities</i>								
	Actual			Budget			Percent Change	
	2016	2017	Projected 2018	2018	2019	2020	2018-19	2019-20
<b>Revenue</b>								
Bond Proceeds	\$ -	\$ -	\$20,000,000	\$23,343,000	\$ 7,500,000	\$ -	-67.87%	0.00%
Transfers In - General Fund	-	141,854	1,000,000	-	-	-	0.00%	0.00%
Transfers In - Land Acq. (REET)	-	-	3,000,000	-	-	-	0.00%	0.00%
Transfers In - Utility Funds	-	141,854	4,000,000	-	-	-	0.00%	0.00%
<b>Total Revenue</b>	-	<b>283,709</b>	<b>28,000,000</b>	<b>23,343,000</b>	<b>7,500,000</b>	-	<b>-67.87%</b>	<b>0.00%</b>
<b>Expenditures</b>								
<b>Capital Projects</b>								
Public Works Shops	-	283,709	22,336,000	2,302,000	2,879,000	4,501,291	25.07%	56.35%
<b>Total Capital Projects</b>	-	<b>283,709</b>	<b>22,336,000</b>	<b>2,302,000</b>	<b>2,879,000</b>	<b>4,501,291</b>	<b>25.07%</b>	<b>56.35%</b>
Transfer to General Fund	-	-	1,000,000	-	-	-	0.00%	0.00%
Transfer to Utility Funds	-	-	2,750,000	-	-	-	0.00%	0.00%
Transfer to Public Safety Plan Fund	-	-	-	-	1,750,000	283,709	0.00%	-83.79%
<b>Total Expenditures</b>	-	<b>283,709</b>	<b>26,086,000</b>	<b>2,302,000</b>	<b>4,629,000</b>	<b>4,785,000</b>	<b>101.09%</b>	<b>3.37%</b>
Beginning Fund Balance	-	-	-	-	1,914,000	4,785,000	0.00%	150.00%
Change in Fund Balance	-	-	1,914,000	21,041,000	2,871,000	(4,785,000)	-86.36%	-266.67%
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,914,000</b>	<b>\$21,041,000</b>	<b>\$ 4,785,000</b>	<b>\$ 0</b>	<b>-77.26%</b>	<b>-100.00%</b>



**Expenditure Detail –Services and Capital**

Services include consulting and design. Capital includes land acquisition and construction. Project costs are related to City Facilities.

<i>City Facilities</i>						
Account Number	Actual			Budget		
	2016	2017	Projected 2018	2018	2019	2020
306.98.594.180.41.00 Prof Svcs - Design for PW Shops	\$ -	\$ -	\$ 2,302,000	\$ 2,302,000	\$ -	\$ -
<b>Total Services</b>	-	-	<b>2,302,000</b>	<b>2,302,000</b>	-	-
306.98.594.180.61.00 Capital - Land PW Shops	-	-	19,897,974	-	-	-
306.98.594.480.62.00 Capital - Buildings & Structures	-	283,709	136,026	-	2,879,000	4,501,291
<b>Total Other</b>	-	<b>283,709</b>	<b>20,034,000</b>	-	<b>2,879,000</b>	<b>4,501,291</b>
<b>Total Supplies, Services and Other</b>	<b>\$ -</b>	<b>\$ 283,709</b>	<b>\$ 22,336,000</b>	<b>\$ 2,302,000</b>	<b>\$ 2,879,000</b>	<b>\$ 4,501,291</b>

City of Tukwila  
**CAPITAL IMPROVEMENT PROGRAM**  
 for  
 2017 - 2022

**PUBLIC SAFETY PLAN**  
**305 Fund**

CIP Page #	PROJECT TITLE	2019	2020	2021	2022	2023	2024	TOTAL	**Other Sources	After Six Years
54	Justice Center	26,596	23,515	0	0	0	0	50,111	46,714	0
55	Replace Fire Station 51	* 9,416	2,396	0	0	0	0	11,812	5,032	(2,150)
56	Replace Fire Station 52	* 2,963	13,749	957	0	0	0	17,669	10,750	(7,860)
57	Replace Fire Station 54	297	0	0	0	0	0	297	0	0
58	Fire Apparatus & Equipment	625	368	482	608	507	2,597	5,187	0	5,558
<b>Grand Total</b>		<b>39,897</b>	<b>40,028</b>	<b>1,439</b>	<b>608</b>	<b>507</b>	<b>2,597</b>	<b>85,076</b>	<b>62,496</b>	<b>(4,452)</b>

\* Fire Impact Fee List Projects (*fees must be used within 10 years*).

\*\* Denotes other funding sources, grants, or mitigation.

*Fire Impact Fees effective January 1, 2009, Ordinance 2365.*

*Amended on 5/7/18 by Ordinance No. 2571*

Changes from 2017 to 2019 CIP:

None.

## CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2019 to 2024

**PROJECT:** Justice Center

Project No. 9.2E+07

**DESCRIPTION:** As part of the City's Public Safety Plan, build a Justice Center for the Police Department, Municipal Court, and Emergency Operations to ensure the continuity and improvement of City services.

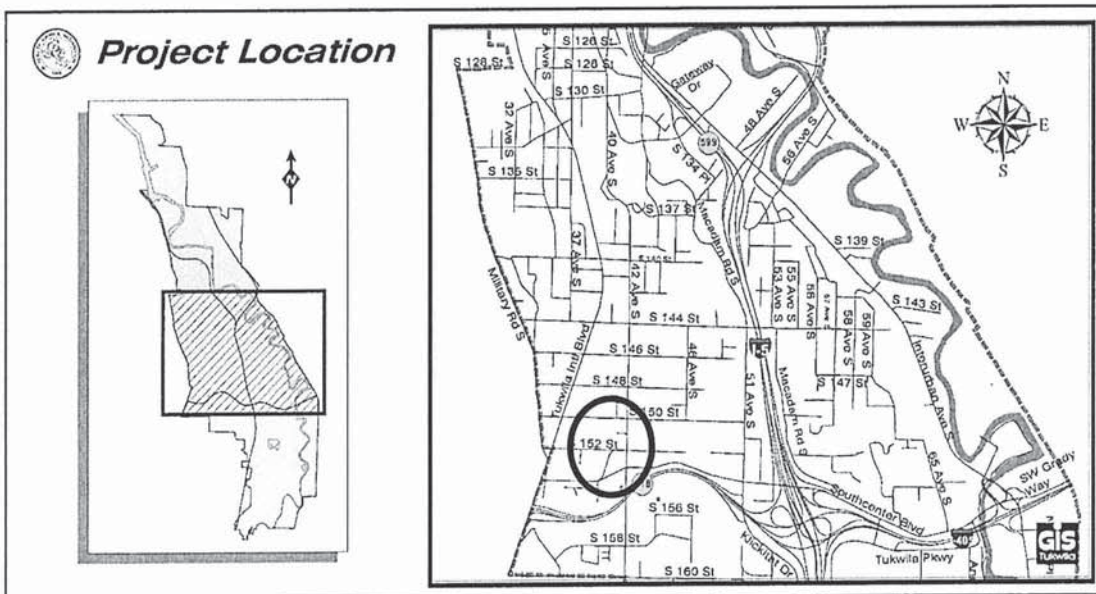
**JUSTIFICATION:** Almost all City buildings have structural and seismic concerns for public safety. Existing facilities are located throughout the City and could be consolidated for better function, use of space, and service to our citizens.

**STATUS:** Voter-approved Bond in 2016. Property acquisition on Tukwila International Blvd. Design in 2017/2018 with construction scheduled for 2019/2020.

**MAINT. IMPACT:** Improves public safety and efficiency for City operations.

**COMMENT:** Public Safety Plan will be paid by voter-approved debt. Various City land sales are included in funding.

FINANCIAL (in \$000's)	Through		Estimated							TOTAL
	2017	2018	2019	2020	2021	2022	2023	2024	BEYOND	
<b>EXPENSES</b>										
Design	508	2,982	1,725							5,215
Land (R/W)	47	14,887	460							15,394
Const. Mgmt.			6,573	6,375						12,948
Construction			17,838	17,140						34,978
<b>TOTAL EXPENSES</b>	<b>555</b>	<b>17,869</b>	<b>26,596</b>	<b>23,515</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68,535</b>
<b>FUND SOURCES</b>										
Public Safety Bond	22,026		40,675							62,701
Longacres Land Sale			2,000							2,000
Tukwila Village Land Sales			2,289	1,000						3,289
Traveler's Choice Land			750							750
305 Fund Balance	(21,471)	17,869	(19,118)	22,515	0	0	0	0	0	(205)
<b>TOTAL SOURCES</b>	<b>555</b>	<b>17,869</b>	<b>26,596</b>	<b>23,515</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68,535</b>





## CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2019 to 2024

**PROJECT:** Replace Fire Station 51

Project No. 90830402

**DESCRIPTION:** As part of the City's Public Safety Plan, construct a new 11,933 square foot Fire Station 51 at South 180th Street and Southcenter Parkway.

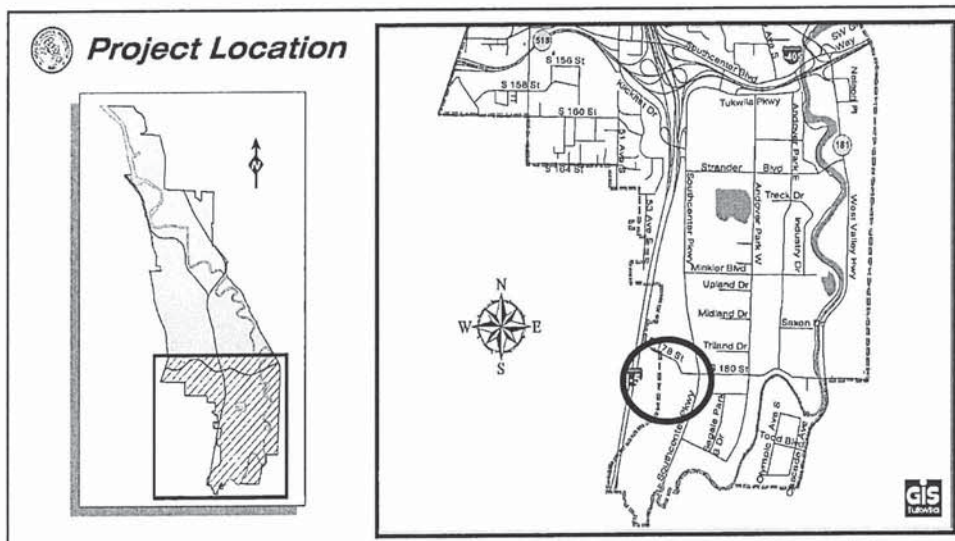
**JUSTIFICATION:** The existing Fire Station 51 is too small to house needed fire apparatus and equipment and is also seismically unsound. Expected growth in Tukwila South led to the donation of land for the new Fire Station 51 as part of the Tukwila South Development Agreement.

**STATUS:** Voter-approved Bond in 2016. Fire headquarters is currently located in Fire Station 51, but with the new construction of Fire Stations 51 and 52, headquarters will now be at Fire Station 52. Design in 2018 with construction in 2019/2020.

**MAINT. IMPACT:** New facility will still require ongoing maintenance.

**COMMENT:** Public Safety Plan will be paid with voter-approved debt. Project is on Fire Impact Fee. Revenue shown in 2017 through 2031 is from the Tukwila South Development Agreement #14-065 for fire impact fees and was approved by Council on 6/2/14.

FINANCIAL (in \$000's)	Through 2017	Estimated 2018	2019	2020	2021	2022	2023	2024	BEYOND	TOTAL
<b>EXPENSES</b>										
Design	365	1,061	490							1,916
Land (R/W)	710									710
Const. Mgmt.			2,034	967						3,001
Construction		84	6,892	1,429						8,405
<b>TOTAL EXPENSES</b>	<b>1,075</b>	<b>1,145</b>	<b>9,416</b>	<b>2,396</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,032</b>
<b>FUND SOURCES</b>										
Public Safety Bond	4,754									4,754
Land Donation/Sale	710		250		1,000					1,960
Tukwila South	500	300	300	300	300	300	300	300	2,150	4,750
Fire Impact Fees	51	250								301
Fire Impact Fees Exp	285		500	500	300	300	382			2,267
305 Fund Balance	(5,225)	595	8,366	1,596	(1,600)	(600)	(682)	(300)	(2,150)	0
<b>TOTAL SOURCES</b>	<b>1,075</b>	<b>1,145</b>	<b>9,416</b>	<b>2,396</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,032</b>







## CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2019 to 2024

**PROJECT:** Replace Fire Station 54

Project No. 91630402

**DESCRIPTION:** As part of the City's Public Safety Plan, replace/remodel Fire Station 54.

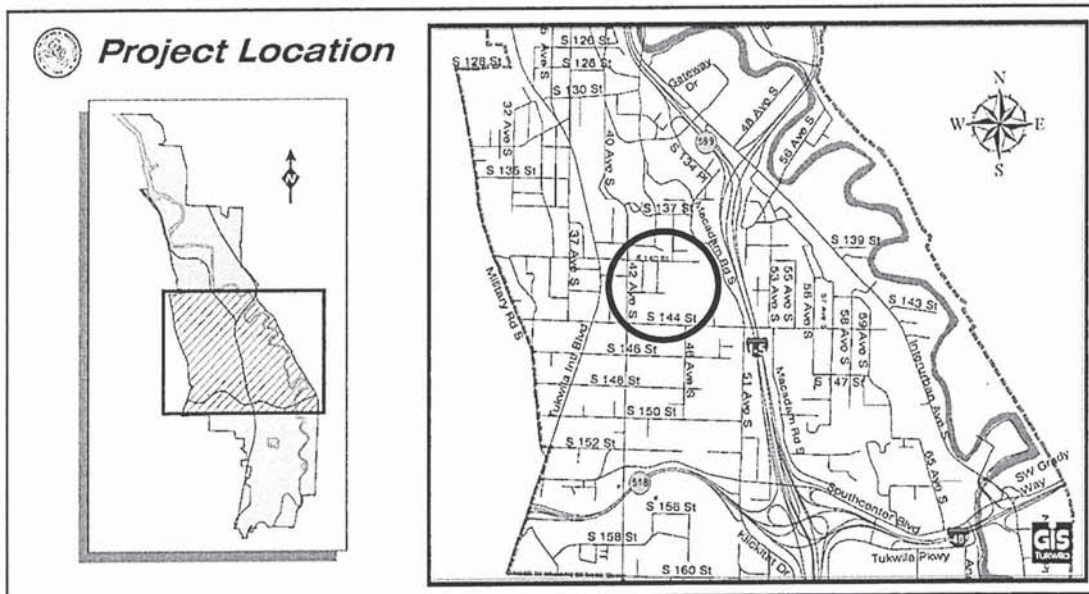
**JUSTIFICATION:** The existing Fire Station 54 is too small to house needed fire apparatus and equipment and is also seismically unsound.

**STATUS:** As Fire Station 54 is in the correct location, in 2019 the City will review options for remodeling Fire Station 54 to determine appropriate next steps.

**MAINT. IMPACT:** Facility will still require ongoing maintenance.

**COMMENT:** Public Safety Plan will be paid with voter-approved debt. Project is on Fire Impact Fee list.

FINANCIAL (in \$000's)	Through 2017	Estimated 2018	2019	2020	2021	2022	2023	2024	BEYOND	TOTAL
<b>EXPENSES</b>										
Design	143	169	156							468
Land (R/W)		893								893
Const. Mgmt.			20							20
Construction			121							121
<b>TOTAL EXPENSES</b>	<b>143</b>	<b>1,062</b>	<b>297</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,502</b>
<b>FUND SOURCES</b>										
Awarded Grant										0
Public Safety Bond										0
Fire Impact Fees										0
Fire Impact Fees Expected										0
305 Fund Balance	143	1,062	297	0	0	0	0	0	0	1,502
<b>TOTAL SOURCES</b>	<b>143</b>	<b>1,062</b>	<b>297</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,502</b>





**CITY OF TUKWILA CAPITAL PROJECT SUMMARY**

2019 to 2024

**PROJECT:** Fire Apparatus & Equipment

Project No. 91630401

**DESCRIPTION:** Fire trucks and fire equipment must be purchased on a regular basis. Funding this life/safety equipment via a voter-approved bond guarantees that the Tukwila Fire Department is funded.

**JUSTIFICATION:** Safety and well-being of Tukwila citizens and visitors.

**STATUS:** Voter-approved bond in 2016. Purchase of apparatus and equipment ongoing.

**MAINT. IMPACT:**

**COMMENT:** Public Safety Plan will be paid with voter-approved debt.

FINANCIAL (in \$000's)	Through 2017	Estimated 2018	2019	2020	2021	2022	2023	2024	BEYOND	TOTAL
<b>EXPENSES</b>										
Design										0
Land (R/W)										0
Apparatus & Equip	749	3,506	625	368	482	608	507	2,597	5,558	15,000
Construction										0
<b>TOTAL EXPENSES</b>	<b>749</b>	<b>3,506</b>	<b>625</b>	<b>368</b>	<b>482</b>	<b>608</b>	<b>507</b>	<b>2,597</b>	<b>5,558</b>	<b>15,000</b>
<b>FUND SOURCES</b>										
Awarded Grant										0
Public Safety Bond	12,127								2,873	15,000
Fire Impact Fees										0
Fire Impact Fees Expected										0
305 Fund Balance	(11,378)	3,506	625	368	482	608	507	2,597	2,685	0
<b>TOTAL SOURCES</b>	<b>749</b>	<b>3,506</b>	<b>625</b>	<b>368</b>	<b>482</b>	<b>608</b>	<b>507</b>	<b>2,597</b>	<b>5,558</b>	<b>15,000</b>

**Capital Equipment Purchases.**

- 2017 Self Contained Breathing Apparatus (SCBAs) and bunker gear  
Administrative vehicles and Emergency Operations vehicle
- 2018 Bunker gear and Mobile Data Computer  
Aerial Ladder and two fire pumpers
- 2019 SCBAs, SCBA Fill Station, bunker gear, extrication equipment, and body armor  
Two Training vehicles
- 2020 Bunker gear and helmets  
Battalion Chief vehicle and Rescue Truck

City of Tukwila  
**CAPITAL IMPROVEMENT PROGRAM**  
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**CITY FACILITIES**  
**306 Fund**

CIP Page #	PROJECT TITLE	2019	2020	2021	2022	2023	2024	TOTAL	**Other Sources	After Six Years
60	Public Works Shops	2,879	4,501	0	0	0	0	7,380	8,750	0
<b>Grand Total</b>		2,879	4,501	0	0	0	0	7,380	8,750	0

*\*\* Denotes other funding sources, grants, or mitigation.*

Changes from 2015 to 2017 CIP:

**Added new 306 Fund for City Facilities**

- 60 Changed name from City Maintenance Facility to Public Works Shops





## CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2019 to 2024

**PROJECT:** Public Works Shops

Project No. 91630601

**DESCRIPTION:** Construct a new City Public Works maintenance and operations center, combining all operational functions at one location. Facility may also include a City Clerk & Police Records Center and Police evidence storage. Existing Public Works operations and maintenance areas are inadequate structurally and seismically. Current land for staging dirt and vector materials is only temporary. Project includes selling dirt/vector land, Minkler Shops, and George Long Shops to acquire the real estate to build an equipment operations center that meets current

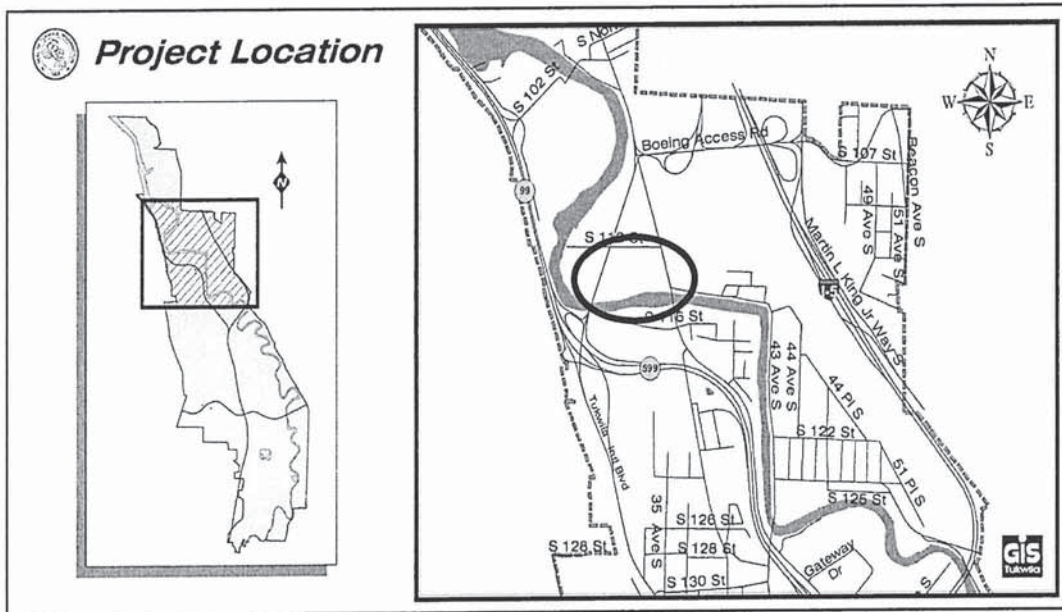
**JUSTIFICATION:** Separate from the Public Safety Plan. Was formerly known as City Maintenance Facility.

**STATUS:** Separate from the Public Safety Plan. Was formerly known as City Maintenance Facility.

**MAINT. IMPACT:** Improves safety and efficiency for First Responders and maintenance operations.

**COMMENT:** Based on usage and benefits, it is estimated that the Water, Sewer, and Surface water enterprise funds will fund 50% of the Public Works Shops with the other 50% funded by Streets, Facilities, & Equipment Rental.

FINANCIAL (in \$000's)	Through 2017	Estimated 2018	2019	2020	2021	2022	2023	2024	BEYOND	TOTAL
<b>EXPENSES</b>										
Design/PM	284	357	1,379	1,501						3,521
Land (R/W)		21,979								21,979
Const. Mgmt.										0
Construction			1,500	3,000						4,500
<b>TOTAL EXPENSES</b>	<b>284</b>	<b>22,336</b>	<b>2,879</b>	<b>4,501</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>
<b>FUND SOURCES</b>										
Enterprise Funds		10,000	3,750	1,250						15,000
Councilmatic Bond		10,000	3,750							13,750
Mitigation Received										0
Mitigation Expected										0
306 Fund Balance	284	2,336	(4,621)	3,251	0	0	0	0	0	1,250
<b>TOTAL SOURCES</b>	<b>284</b>	<b>22,336</b>	<b>2,879</b>	<b>4,501</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>





After completion of the master planning and programming phase, the contract will be amended to move into the next phase, which is likely Rehabilitation and Tenant Improvements of the existing buildings. The scope, budget and schedule of this phase will be unknown until site acquisition and the master planning and programming phase are complete. Councilmember McLeod asked what would happen if this step wasn't approved, and staff stated that the project would be paused. Ms. Kim stated that if the Council wishes to pause the Public Works project, it would make more sense to do so after the Master Plan is complete. Mr. Goldblatt stated that this is a good investment and recommends the Council move forward. **FORWARD TO OCTOBER 8, 2018 COMMITTEE OF THE WHOLE.**

**D. 2019-2020 Biennial Budget:**

Staff presented proposed budgets for the following funds and departments:

*Drug Seizure (Fund 109)*

This fund was established to account for revenues resulting from the proceeds of property and money forfeited as a result of their involvement with criminal drug activity. Revenues are impossible to predict and are budgeted at \$55,000 in 2019 and 2020. The Committee asked for examples of expenditures associated with this fund as well as the amounts that were budgeted for 2016 and 2017.

*Fire Department*

The proposed budget anticipates lower levels of overtime and increases budget for radio replacement costs and apparatus. Capital outlays of \$200k per year were added to upgrade the keyless locking "Knox" system. Councilmember Hougardy asked why the Fire Department had so many programs identified and staff replied it is the nature of the department.

*Public Safety Plan (Fund 305) and City Facilities (Fund 306)*

Staff returned with the requested table comparing cost estimates for Station 54 both before adoption of the D-20 financing plan and after, including the soft costs absorbed by Stations 51 and 52. Councilmember Hougardy asked about the plan to project the costs of rehabilitation Station 54. The Committee will be presented three fee proposals at the next Committee meeting.

**FORWARD TO OCTOBER 8, 2018 COMMITTEE OF THE WHOLE.**

**E. Police Department Vehicle Purchase**

Staff is seeking Council approval to approve the purchase of four vehicles in the total amount of \$268,000 for the four Tukwila Valley SWAT (VSWAT) team members that do not have vehicles assigned to them. The lack of vehicles results in these members being delayed in their response to critical incidents, as they have to respond to the station first or wait to have their equipment brought to the scene. The Police Department budget has enough savings from 2018 to cover the cost of the vehicles and the equipment installation. An initial purchase order has been made to reserve the four vehicles as they were the last four that would have been available to any city in Washington. The purchase process can be halted depending on Council action. Councilmember Robertson expressed concerns about this expenditure at a time when the City is facing budget pressures. Chair Hougardy said it would be good to know if there were other

