



## **INFORMATIONAL MEMORANDUM**

**TO: Finance and Governance Committee**  
**FROM: Hari Ponnekanti, Public Works Director**  
**BY: Griffin Lerner, Public Works Analyst**  
**CC: Mayor Allan Ekberg**  
**DATE: September 23, 2022**  
**SUBJECT: Proposed 2023-2024 Biennial Budget  
City Facilities and General Improvements**

### **ISSUE**

Review Proposed 2023-2024 Biennial Budget and Capital Improvement Programs for City Facilities and General Improvements.

### **BACKGROUND**

The City’s Public Works Department manages two capital funds related to City Facilities – the 303 fund for general improvements and the 306 fund for new capital construction. For the next biennium, the City will initiate a comprehensive long-term facility needs study reviewing all City buildings and begin design on Phase Two of the Public Works Shops Project.

### **DISCUSSION & FISCAL IMPACT**

#### **General Improvements - 303 Fund**

- Citywide Facilities Plan scheduled to begin in 2023.
- TCC HVAC Replacement scheduled for 2024.
- Once the long-term facilities need for ongoing maintenance is known, this fund will be closed out. Future general repairs and maintenance will be incorporated into Facility Maintenance’s budget directly.

#### **City Facilities - 306 Fund**

- The City has planned for \$5.5 million in design costs for PW Shops Phase II. This projection is subject to test-to-fit findings and Council direction around next steps. The funding for design would come from the existing funds, Phase I cost savings, lease revenue from the eastern parcel, and transfers from the utility funds.
- There are no planned expenditures in the next biennium for the Teen and Senior Center. Staff recommends restarting this project in 2025 when additional opportunities may be available.
- Any unused funds for Minkler Shop upgrades will rollover into the next biennium.

### **RECOMMENDATION**

Seek Committee approval to forward the General Improvements and City Facilities funds 303 and 306 section of the 2023-2024 Biennial Budget to the Committee of the Whole.

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**DEPARTMENT:** N/A  
**FUND:** General Government Improvement  
**RESPONSIBLE MANAGER:** Hari Ponnekanti

**FUND NUMBER:** 303  
**POSITION:** Public Works Director

**Description:**

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

**2021-2022 Accomplishments**

- ◆ Completed Exterior Painting and Staining of Tukwila Community Center **Strategic Goal 4 & 5**
- ◆ Completed retrofit of TCC HVAC chiller. **Strategic Goal 4**
- ◆ Completed Seismic Study of City Hall & 6300 Building. **Strategic Goal 4**
- ◆ Installed new siding at City Hall. **Strategic Goal 4 & 5**
- ◆ Completed Exterior Painting and Staining of Fire Station 53. **Strategic Goal 4 & 5**

**2023 Outcome Goals**

- ◆ Improve conditions of existing facilities.

**2023 Indicators of Success**

- ◆ Close out this fund at the end of fiscal year 2023.

In 2023, a City-wide facilities study is planned. Once the long-term facilities need for ongoing maintenance is known, this fund will be closed out. Future general repairs and maintenance will be incorporated into the general fund.

## Revenue and Expenditure Summary

General Government Improvement								
	Actual			Budget			Percent Change	
	2020	2021	Projected 2022	2022	2023	2024	2022-2023	2023-2024
Operating Revenue								
Grant Revenues	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,800,000	\$ -	0.0%	-100.0%
Investment Earnings	4,269	700	1,580	500	1,000	-	100.0%	-100.0%
Total Operating Revenue	4,269	700	2,580	500	1,801,000	-	360100.0%	-100.0%
Transfers In	-	300,000	-	-	100,000	-	0.0%	-100.0%
Total Revenue	4,269	300,700	2,580	500	1,901,000	-	380100.0%	-100.0%
Projects								
TCC Siding/Roofing Repairs	116,211	-	-	-	-	-	0.0%	0.0%
Install No Parking Signs 6200/6300	2,026	-	-	-	-	-	0.0%	0.0%
6300 Bldg Dry Fire Sprinkler System	29,689	-	-	-	-	-	0.0%	0.0%
TCC Retrofit HVAC Chiller	-	17,013	-	-	-	-	0.0%	0.0%
TCC Exterior Painting	-	118,302	-	-	-	-	0.0%	0.0%
City Hall Siding	-	-	158,807	200,000	-	-	-100.0%	0.0%
Seismic Study of City Facilities	-	-	28,300	-	-	-	0.0%	0.0%
Fire Station 53 Exterior Paint	-	-	49,378	-	-	-	0.0%	0.0%
Citywide Facilities Plan	-	-	-	-	340,000	-	0.0%	-100.0%
TCC HVAC Replacement	-	-	-	-	2,000,000	-	0.0%	-100.0%
Total Projects	147,926	135,315	236,485	200,000	2,340,000	-	1070.0%	-100.0%
Transfers Out	-	-	-	-	5,128	-	0.0%	-100.0%
Total Expenses	147,926	135,315	236,485	200,000	2,345,128	-	1072.6%	-100.0%
Beginning Fund Balance	656,306	512,648	678,033	678,033	444,128	-	-34.5%	-100.0%
Change in Fund Balance	(143,657)	165,385	(233,905)	(199,500)	(444,128)	-	122.6%	-100.0%
Ending Fund Balance	\$ 512,648	\$ 678,033	\$ 444,128	\$ 478,533	\$ -	\$ -	-100.0%	0.0%

## General Ledger Code Details

### Revenues

GL Account Code	Account Description	Actual		Projected 2022	Budget		
		2020	2021		2022	2023	2024
Operating Revenues							
PW303300-361110	Investment Interest	\$ 4,269	\$ 700	\$ 1,580	\$ 500	\$ 1,000	\$ -
Total Operating Revenues		4,269	700	1,580	500	1,000	-
Capital Project Revenues							
PW303300-334035	State Agencies	-	-	1,000	-	1,800,000	-
Total Capital Project Revenues		-	-	1,000	-	1,800,000	-
PW303300-730000	Transfer In from General Fund	-	300,000	-	-	100,000	-
Non-Operating Revenues		-	300,000	-	-	100,000	-
Total Revenues		\$ 4,269	\$ 300,700	\$ 2,580	\$ 500	\$ 1,901,000	\$ -

### Expenses

GL Account Code	Account Description	Actual		Projected 2022	Budget		
		2020	2021		2022	2023	2024
PW303300-511000	Salaries	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
Total Salaries & Wages		500	-	-	-	-	-
Personnel Benefits							
PW303300-521000	FICA	38	-	-	-	-	-
PW303300-523000	PERS	64	-	-	-	-	-
PW303300-524000	Industrial Insurance	149	(31)	-	-	-	-
Total Personnel Benefits		251	(31)	-	-	-	-
PW303300-532001	Repair Supplies	1,399	-	-	-	-	-
Total Supplies		1,399	-	-	-	-	-
Services & Passthrough Pmts							
PW303180C-541000	Professional Services	-	-	-	50,000	-	-
PW303180C-541007	Contracted Services	-	-	-	-	-	-
PW303180C-542004	Printing & Binding Services	-	-	500	-	-	-
PW303300-541007	Contracted Services	-	-	29,000	-	340,000	-
PW303300-548001	Repair services	145,776	135,346	41,985	-	-	-
Total Services & Passthrough Pmts		145,776	135,346	71,485	50,000	340,000	-
Capital Expenditures							
PW303180C-562000	Buildings & Structures	-	-	49,378	-	-	-
PW303180C-565000	Construction Projects	-	-	115,622	150,000	-	-
PW303300-564000	Machinery & Equipment	-	-	-	-	2,000,000	-
Total Capital Expenditures		-	-	165,000	150,000	2,000,000	-
PW303300-750000	Transfer Out to General Fund	-	-	-	-	5,128	-
Total Transfers Out		-	-	-	-	5,128	-
Total Expenditures		\$ 147,926	\$ 135,315	\$ 236,485	\$ 200,000	\$ 2,345,128	\$ -

**DEPARTMENT:** N/A  
**FUND:** City Facilities Fund  
**RESPONSIBLE MANAGER:** Hari Ponnekanti

**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 and the future Intergeneration Teen and Senior Center

**2021-2022 Accomplishments**

- ◆ Complete Phase I for the new Public Works Shops site.
- ◆ Began design for Phase II for the new Public Works shops site
- ◆ Began feasibility study for Inter-generational Teen and Senior Center.

**2023-2024 Outcome Goals**

- ◆ Complete design for Phase II of the new Public Works Shops site.

**Revenue and Expenditure Summary**

<i>City Facilities</i>									
	Actual			Budget			Percent Change		
	2020	2021	Projected 2022	2022	2023	2024	2022-2023	2023-2024	
Capital Project Revenue									
Investment Earnings	\$ 37,423	\$ 5,384	\$ 9,443	\$ -	\$ 1,000	\$ 1,000	0.0%	0.0%	
Sale of Property	-	-	2,300,000	-	-	-	0.0%	0.0%	
Bond Proceeds	-	2,850,000	-	-	-	-	0.0%	0.0%	
<b>Total Capital Projects Revenue</b>	<b>37,423</b>	<b>2,855,384</b>	<b>2,309,443</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>0.0%</b>	<b>0.0%</b>	
Transfers In - Lease Revenue	-	-	-	-	140,000	840,000	0.0%	500.0%	
Transfers In - Public Safety Plan	-	600,000	-	-	-	-	0.0%	0.0%	
Transfers In - Utility Funds	-	1,150,000	300,000	-	2,000,000	1,000,000	0.0%	-50.0%	
<b>Total Revenue</b>	<b>37,423</b>	<b>4,605,384</b>	<b>2,609,443</b>	<b>-</b>	<b>2,141,000</b>	<b>1,841,000</b>	<b>0.0%</b>	<b>-14.0%</b>	
Capital Projects									
Public Works Shops	756,352	5,744,843	3,686,000	1,200,000	2,500,000	3,000,000	108.3%	20.0%	
Teen/Senior Center	-	320,867	74,163	-	-	-	0.0%	0.0%	
Minkler Improvements	241,354	40,491	75,000	225,000	200,000	-	-11.1%	-100.0%	
<b>Tot Transfers Out</b>	<b>997,706</b>	<b>6,106,201</b>	<b>3,835,163</b>	<b>1,425,000</b>	<b>2,700,000</b>	<b>3,000,000</b>	<b>89.5%</b>	<b>11.1%</b>	
Indirect Cost Allocation	-	-	-	-	-	-	0.0%	0.0%	
Other Non Operating	-	-	-	-	-	-	0.0%	0.0%	
<b>Total Expenses</b>	<b>997,706</b>	<b>6,106,201</b>	<b>3,835,163</b>	<b>1,425,000</b>	<b>2,700,000</b>	<b>3,000,000</b>	<b>89.5%</b>	<b>11.1%</b>	
Beginning Fund Balance	5,961,144	5,000,861	3,500,044	3,500,044	2,274,324	1,715,324	-35.0%	-24.6%	
Change in Fund Balance	(960,283)	(1,500,817)	(1,225,720)	(1,425,000)	(559,000)	(1,159,000)	-60.8%	107.3%	
<b>Ending Fund Balance</b>	<b>\$ 5,000,861</b>	<b>\$ 3,500,044</b>	<b>\$ 2,274,324</b>	<b>\$ 2,075,044</b>	<b>\$ 1,715,324</b>	<b>\$ 556,324</b>	<b>-17.3%</b>	<b>-67.6%</b>	

## General Ledger Code Details

### Revenues

GL Account Code	Account Description	Actual		Projected 2022	Budget		
		2020	2021		2022	2023	2024
Operating Revenues							
PW306100-361110	Investment Interest	\$ 37,423	\$ 5,384	\$ 9,443	\$ -	\$ 1,000	\$ 1,000
Total Operating Revenues		37,423	5,384	9,443	-	1,000	1,000
Total Capital Project Revenues							
PW306100-391100	LTGO Bond Proceeds	-	2,850,000	-	-	-	-
PW306100-390000	Land Sale	-	-	2,300,000	-	-	-
Total Capital Project Revenues		-	2,850,000	2,300,000	-	-	-
PW306750-730000	Transfer In from General Fund	-	-	-	-	140,000	840,000
AS306750-730305	Transfer In from 305	-	600,000	-	-	-	-
PW306480-730401	Transfer In from 401	-	221,000	102,000	-	680,000	340,000
PW306480-730402	Transfer In from 402	-	623,500	57,000	-	380,000	190,000
PW306480-730412	Transfer In from 412	-	305,500	141,000	-	940,000	470,000
Total Revenues		\$ 37,423	\$ 4,605,384	\$ 2,609,443	\$ -	\$ 2,141,000	\$ 1,841,000

### Expenses

GL Account Code	Account Description	Actual		Projected 2022	Budget		
		2020	2021		2022	2023	2024
Operating Supplies							
PW306480-531003	Operating Supplies	-	-	1,201	-	-	-
PW306480-535001	Equipment	-	-	2,670	-	-	-
Total Supplies		-	-	3,871	-	-	-
Contracted Services							
PW306180C-541007	Contracted Services	-	-	1,397	-	-	-
PW306180C-547022	Natural Gas Utility	-	-	1,654	-	-	-
PW306180C-548001	Repair services	-	-	65,064	-	-	-
PW306480C-541007	Contracted Services	-	-	2,623	-	-	-
PW306480C-541010	Inspection Services & Permits	-	-	19,408	-	-	-
PW306480C-547021	Electric Utility	-	-	84	-	-	-
PW306480C-547025	Water/Sewer Utility	-	-	88	-	-	-
PW306480C-547026	Surface Water utility	-	-	8,219	-	-	-
PW306480C-548001	Repair services	-	-	1,595	-	-	-
Total Services & Passthrough Pmts		-	-	100,131	-	-	-
Buildings & Structures							
AS306750C-562000	Buildings & Structures	-	320,867	74,163	-	-	-
PW306180C-562000	Buildings & Structures	939,936	5,785,334	-	225,000	-	-
PW306180C-563000	Other Improvements	-	-	7,211	-	200,000	-
PW306480C-562000	Buildings & Structures	57,770	-	3,610,927	1,200,000	2,500,000	3,000,000
PW306480C-563000	Other Improvements	-	-	29,830	-	-	-
PW306480C-564002	Network Equipment	-	-	9,030	-	-	-
Total Capital Expenditures		997,706	6,106,201	3,731,161	1,425,000	2,700,000	3,000,000
Total Expenditures		\$ 997,706	\$ 6,106,201	\$ 3,835,163	\$ 1,425,000	\$ 2,700,000	\$ 3,000,000

**CITY OF TUKWILA CAPITAL PROJECT SUMMARY  
2023 - 2028  
GENERAL IMPROVEMENTS  
303 Fund**

CIP Page #	PROJECT TITLE	2023	2024	2025	2026	2027	2028	TOTAL	**Other Sources	After Six Years
47	Facility Improvements	2,340	-	-	-	-	-	2,340	1,800	-
<b>Grand Total</b>		2,340	0	-	-	-	-	2,340	1,800	-

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

Changes from 2021 to 2023 CIP:

Closing out fund after 2023





**CITY OF TUKWILA CAPITAL PROJECT SUMMARY**

2023 to 2028

**PROJECT:** Facility Improvements

Project No. Various

**DESCRIPTION:** Yearly improvements and required maintenance to City facilities that are located throughout the City.

**JUSTIFICATION:** Maintenance of existing facilities and required updating and improvements.

**STATUS:** Ongoing.

**MAINT. IMPACT:** None.

**COMMENT:** Ongoing project, only one year actuals are shown in first column.

FINANCIAL (in \$000's)	Through Estimated		2023	2024	2025	2026	2027	2028	BEYOND	TOTAL
	2021	2022								
EXPENSES										
Engineering			340							340
Land (R/W)										0
Construction			2,000							2,000
<b>TOTAL EXPENSES</b>			<b>2,340</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,340</b>
FUND SOURCES										
Awarded Grant			1,800							1,800
Proposed Grant										0
Mitigation Actual										0
City Operating Revenue			100							100
303 Fund balance	0	0	440	0	0	0	0	0	0	440
<b>TOTAL SOURCES</b>	<b>0</b>	<b>0</b>	<b>2,340</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,340</b>

**Facility Projects scheduled for 2023-2024**

TCC HVAC Replacement	2,000,000	2023
Citywide Facilities Plan	350,000	2023
	\$ 2,350,000	

**CITY OF TUKWILA CAPITAL PROJECT SUMMARY  
2023 - 2028  
CITY FACILITIES  
306 Fund**

CIP Page #	PROJECT TITLE	2023	2024	2025	2026	2027	2028	TOTAL	**Other Sources	After Six Years
56	Public Works Shops	2,944	3,000	10,000	40,500	0	0	56,444	44,544	0
57	Intergenerational Teen/Senior Cente	0	0	500	500	0	0	1,000	0	0
<b>Grand Total</b>		2,944	3,000	10,500	41,000	0	0	57,444	44,544	0

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

Changes from 2019 to 2021 CIP:

Deleted City Hall Facilities - will re-add once citywide facilities plan is complete

# CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2023 to 2028

**PROJECT:** Public Works Shops

Project No. multiple

**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.

**JUSTIFICATION:**

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

**STATUS:**

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

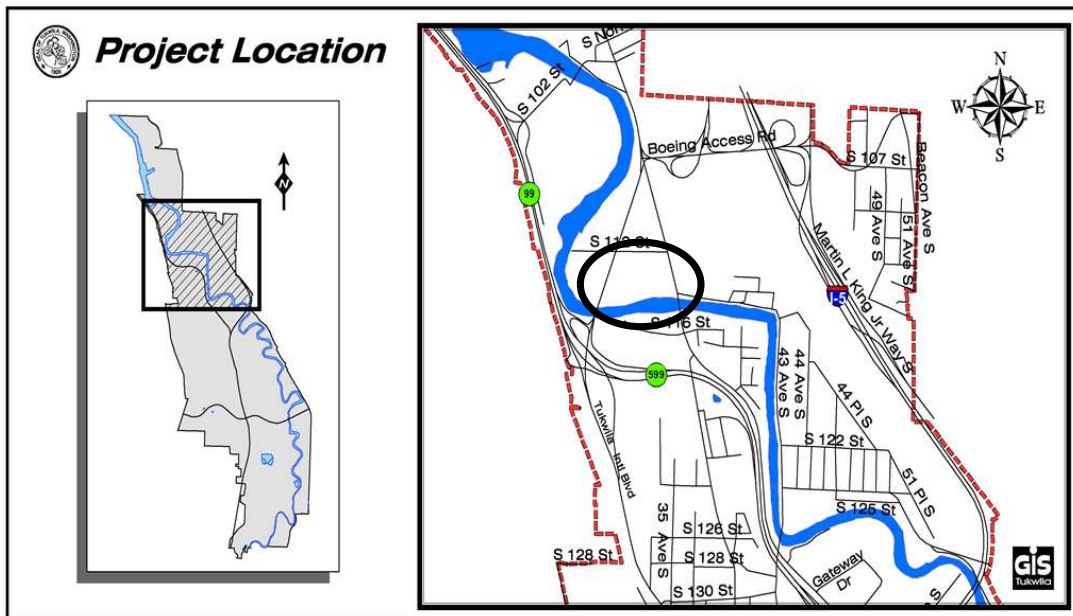
**MAINT. IMPACT:**

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 2021	Estimated 2022	2023	2024	2025	2026	2027	2028	BEYOND	TOTAL
<b>EXPENSES</b>										
Design/PM	1,288	388	2,500	3,000						7,176
Land (R/W)	25,462									25,462
Const. Mgmt.	753	270	171							1,194
Construction	5,402	3,028	273		13,500	40,500				62,703
<b>TOTAL EXPENSES</b>	<b>32,905</b>	<b>3,686</b>	<b>2,944</b>	<b>3,000</b>	<b>13,500</b>	<b>40,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>96,535</b>
<b>FUND SOURCES</b>										
Enterprise Funds	9,034		1,472	1,500	5,000	15,000				32,006
Councilmatic Bond	5,572				5,000	15,000				25,572
REET Funds	3,000									3,000
General Fund	462		1,472							1,934
306 Fund Balance	14,837	3,686	0	1,500	0	10,500	0	0	0	30,523
<b>TOTAL SOURCES</b>	<b>32,905</b>	<b>3,686</b>	<b>2,944</b>	<b>3,000</b>	<b>10,000</b>	<b>40,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>93,035</b>



# CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2023 to 2028

**PROJECT:** Intergenerational Teen/Senior Center

Project No. 92030601

**DESCRIPTION:** Build a new facility for Teens and Seniors in the Tukwila International Boulevard neighborhood, that will be in proximity to the Foster High School, Showalter Middle School, and the senior community.

**JUSTIFICATION:** Recognize the need for an innovative facility that will be inclusive and serve seniors during the day and teens in the afternoon/evening. The facility will serve our Tukwila community and incorporate diverse cultural, economic, educational, and athletic opportunities and activities.

**STATUS:** New Project for 2021 - 2026 CIP. A City team was formed for community outreach.

**MAINT. IMPACT:** New facility.

**COMMENT:** Initial funding is from Justice Center savings. Potential funding partners are being sought from the philanthropic and business communities as well as the YMCA/YWCA and the Boys and Girls Club.

FINANCIAL (in \$000's)	Through		Estimated							TOTAL
	2021	2022	2023	2024	2025	2026	2027	2028	BEYOND	
<b>EXPENSES</b>										
Analysis/Site Selection	200									200
Design/PM	320	287			500	500				1,607
Land (R/W)										0
Const. Mgmt.										0
Construction										0
<b>TOTAL EXPENSES</b>	<b>520</b>	<b>287</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,807</b>
<b>FUND SOURCES</b>										
Grant										0
Bond										0
Mitigation Expected										0
City Oper. Revenue	520	287	0	0	500	500	0	0	0	1,807
<b>TOTAL SOURCES</b>	<b>520</b>	<b>287</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,807</b>

