



## INFORMATIONAL MEMORANDUM

TO: Finance & Governance Committee  
CC: Mayor McLeod  
FROM: Tony Cullerton, Interim Finance Director  
DATE: July 22, 2024  
SUBJECT: June 2024 General Fund Expenditure Report

### SUMMARY

The June 2024 General Fund Financial Report provides the City Council with a comprehensive overview of departmental expenditures and highlights significant financial items. This report is a high-level summary of the departmental financial performance based on data available as of July 10th, 2024, for the period ending June 30<sup>th</sup>, 2024.

### Expenditures

General Fund departmental expenditures were \$35.4 million through June, which is \$3.0 million under the allocated budget of \$38.5 million. Department 20, responsible for fund transfers, reported \$2.5 million in year-to-date activity. Overall, the General Fund activity as of the end of June was \$38 million, which is \$2.98 million under budget.

### Allocated Budget

As of the end of June, three departments were over their allocated budget. **Municipal Court** exceeded their allocated budget by 10k. The increase is attributed to the increase in Translation & Interpretation services. **Fire** has consistently been over budget as previously reported, due to higher contracted services and an increase in Insurance Liability. The overage in **Non-Departmental** is due to costs associated with Asylee expenditures.

### % Expended

The end of June marks 50% of the year completed. Two departments have spent over 50% of their annual budget. The **Fire** Department's increase is related to contracted services and insurance liability. The **Public Works/Street Maintenance** Department's increased costs are for street lighting repairs and roadway repair supplies. Both of these items have been previously reported.

### 2024 Compared to 2023

When comparing expenditures to the previous year, four departments reported increased spending over the same period last year that was both greater than \$50,000 and 5%. **Finance** reported an increase of \$572,881 and 33.8% over the prior year. The bulk of the increase is due to Insurance Liability and Software Implementation. These two areas accounted for 74% of the increase over the prior year. **Municipal Court** reported an increase of \$118,568 and 14.4% over the prior year. The bulk of the increase is due to filling a vacant position and adding an additional full-time equivalent (FTE) for photo enforcement. This accounted for 80% of the increase over the prior year. **Fire** reported an increase of \$773,545 and 10% over

the prior year. The increase pertains to Contracted Services and Insurance Liabilities. **Police** reported an increase of \$947,018 and 9.2% over the prior year. The increase is a combination of several different accounts. These are all prior budgeted and approved expenditures, as demonstrated by the facts that PD is under their Allocated Budget and below % Expended. The details summarized below account for 84% of the increase over the prior year.

	2023	2024	Variance
Contracted Services	27,103	122,026	94,923
Dispatch	693,082	750,046	56,964
Insurance-Liability	324,931	477,814	152,884
Salaries	5,034,331	5,359,345	325,014
Self-Insured Medical & Dental	960,213	1,124,695	164,482
<b>Total</b>			<b>794,267</b>

### Departmental Variances

Year to Date Department Expenditures Through June 2024:

DEPARTMENT	BUDGET		ACTUAL			Allocated Budget vs Actual OVER/(UNDER)	%	\$ Change	% Change
	2024	2024	2022	2023	2024				
	Annual	Allocated				Expended	2023/2024		
City Council	393,067	196,533	171,690	187,650	184,682	(11,851)	47.0%	(2,968)	-1.6%
Mayor's Office	2,405,513	1,229,576	956,997	1,147,728	1,121,478	(108,098)	46.6%	(26,250)	-2.3%
Administrative Services	5,621,624	2,810,812	2,265,591	2,624,522	2,532,949	(277,863)	45.1%	(91,574)	-3.5%
Finance Department	4,625,307	2,685,508	1,808,435	1,694,394	2,267,275	(418,234)	49.0%	572,881	33.8%
Rec Dept / Parks Maint	5,808,439	2,981,844	2,191,569	2,387,283	2,455,891	(525,953)	42.3%	68,608	2.9%
Community Dev	5,063,237	2,531,619	2,088,414	2,174,326	2,171,017	(360,602)	42.9%	(3,310)	-0.2%
Municipal Court	1,859,399	929,700	771,749	821,248	939,816	10,117	50.5%	118,568	14.4%
Police Department	24,212,875	12,345,594	9,178,497	10,260,103	11,207,121	(1,138,473)	46.3%	947,018	9.2%
Fire Department	15,605,441	8,010,181	7,437,654	7,518,435	8,291,980	281,799	53.1%	773,545	10.3%
PW Dept / Street Maint	8,002,142	4,787,535	4,017,649	4,150,222	4,274,910	(512,625)	53.4%	124,688	3.0%
<b>Subtotal</b>	<b>73,597,044</b>	<b>38,508,902</b>	<b>30,888,246</b>	<b>32,965,911</b>	<b>35,447,119</b>	<b>(3,061,784)</b>	<b>48.2%</b>	<b>2,481,208</b>	<b>7.5%</b>
Non Departmental	5,865,345	2,453,172	2,677,415	3,016,316	2,542,370	89,197	43.3%	(473,946)	N/A
<b>Total Expenditures</b>	<b>79,462,388</b>	<b>40,962,074</b>	<b>33,565,661</b>	<b>35,982,227</b>	<b>37,989,488</b>	<b>(2,972,586)</b>	<b>47.8%</b>	<b>2,007,262</b>	<b>5.6%</b>
						% of Year	50.0%		

### General Fund by Category

The City adopts a biennial budget by fund, as mandated by ordinance. This level of reporting is essential for external authoritative oversight, such as the Washington State Auditor's office. It is also utilized for debt issuance and by other stakeholders. For managerial reporting and internal use, the City reports activity at the departmental level, providing detailed information to support decision-making within the City and by those charged with governance.

### Allocated Budget

All category totals are within the allocated budget.

### % Expended

**Services** is the only category that was greater than 50%. There are four accounts that make up the overage. The increase in **Professional Services** is the Contracted Services pertaining to Fire. **Professional Development** reported 53% spending. The increase is a return to onsite training. Examples are travel & training costs, membership fees, and Police mandatory trainings. Professional Dev is under Allocated Budget. **Utilities** reported 68% total expenditures at 50% of the year. Utilities are under allocated budget and total spending is 4.7% lower than the same period last year. **Repairs and Maint. Svcs.** increase consists primarily of Fleet Oper and Maint Costs (\$93,087) and Repair Services (\$33,856). The short answer is that Repairs & Maintenance are trending slightly higher than previously anticipated.

## \$ Change 2023 / 2024

Accounts identified in this area are in tandem with accounts identified in % Expended.

General Fund  
City of Tukwila

General Fund Expenditures

Year-to-Date as of June 30, 2024

	BUDGET		ACTUAL			COMPARISON OF RESULTS			
	2023 Annual	2023 Allocated	2021	2022	2023	Actual Budget vs Allocated OVER/(UNDER)	% Expended	Change	
								\$ 2023/2024	% 2023/2024
Salaries	28,083,897	14,041,949	14,928,225	11,490,805	11,917,591	(2,124,358)	42.4%	426,786	3.7%
Extra Labor	794,977	397,488	163,404	205,045	251,004	(146,485)	31.6%	45,958	22.4%
Overtime	797,180	398,590	1,355,822	784,420	769,833	371,242	96.6%	(14,587)	(1.9%)
Holiday Pay	250,000	125,000	79,193	71,993	23,077	(101,923)	9.2%	(48,917)	N/A
FICA	2,299,308	1,149,654	964,727	947,593	977,078	(172,576)	42.5%	29,486	3.1%
Pension-LEOFF	690,494	382,247	541,531	345,845	273,673	(108,574)	39.6%	(72,173)	(20.9%)
Pension-PERS/PSERS	1,877,476	938,738	726,451	756,478	699,217	(239,521)	37.2%	(57,261)	(7.6%)
Industrial Insurance	616,066	308,033	362,920	201,979	204,247	(103,785)	33.2%	2,268	1.1%
Medical & Dental	5,818,916	2,909,458	3,669,706	2,681,339	2,937,130	27,673	50.5%	255,791	9.5%
Unemployment	0	0	15,108	2,076	8,957	8,957	-	6,881	N/A
Uniform/Clothing	33,504	16,752	840	1,064	2,079	(14,673)	6.2%	1,016	N/A
<b>Total Salaries &amp; Benefits</b>	<b>41,261,818</b>	<b>20,667,908</b>	<b>22,807,927</b>	<b>17,488,638</b>	<b>18,063,885</b>	<b>(2,604,024)</b>	<b>43.8%</b>	<b>575,247</b>	<b>3.3%</b>
Supplies	640,401	320,201	136,391	178,890	157,156	(163,045)	24.5%	(\$21,735)	(12.1%)
Repairs & Maint Supplies	420,705	210,353	177,375	195,484	331,783	121,431	78.9%	\$136,299	69.7%
Resale Supplies	2,580	1,290	93	0	2,247	957	87.1%	\$2,247	-
Small Tools	228,078	114,039	27,306	47,621	91,017	(23,022)	39.9%	\$43,395	91.1%
Technology Supplies	112,364	56,182	16,484	261,499	26,078	(30,104)	23.2%	(\$235,421)	(90.0%)
Fleet Supplies	7,260	3,630	3,217	3,169	3,820	190	52.6%	\$651	20.5%
<b>Total Supplies</b>	<b>1,411,387</b>	<b>705,694</b>	<b>360,866</b>	<b>686,663</b>	<b>612,100</b>	<b>(93,594)</b>	<b>43.4%</b>	<b>(\$74,564)</b>	<b>(10.9%)</b>
Professional Services	23,292,740	12,644,536	3,528,467	11,233,283	13,071,579	427,044	56.1%	\$1,838,296	16.4%
Communications	468,177	234,089	205,045	207,933	211,423	(22,666)	45.2%	\$3,490	1.7%
Professional Dev	532,851	297,343	179,814	249,141	283,673	(13,670)	53.2%	\$34,532	13.9%
Advertising	66,716	33,358	3,996	10,375	17,995	(15,363)	27.0%	\$7,620	N/A
Rentals	319,003	159,502	94,546	533,098	56,085	(103,417)	17.6%	(\$477,014)	(89.5%)
Technology Services	1,081,907	571,954	385,886	506,017	514,680	(57,274)	47.6%	\$8,662	1.7%
Utilities	2,387,484	1,807,040	1,638,520	1,708,352	1,628,790	(178,250)	68.2%	(\$79,562)	(4.7%)
Repairs & Maint Svs.	1,483,739	741,869	1,123,856	656,218	830,551	88,682	56.0%	\$174,333	26.6%
Miscellaneous	701,220	350,610	281,372	173,362	212,648	(137,962)	30.3%	\$39,286	22.7%
<b>Total Services</b>	<b>30,333,839</b>	<b>16,840,300</b>	<b>7,441,502</b>	<b>15,277,782</b>	<b>16,827,424</b>	<b>(12,876)</b>	<b>55.5%</b>	<b>1,549,643</b>	<b>10.1%</b>
Capital Outlay-Land	0	0	0	0	0	0	-	0	-
Other Improvements	0	0	0	0	0	0	-	0	-
Machinery & Equipment	590,000	295,000	277,951	4,230	225,891	(69,109)	38.3%	221,661	N/A
Construction Projects	0	0	0	0	0	0	-	0	-
<b>Total Capital Outlay</b>	<b>590,000</b>	<b>295,000</b>	<b>277,951</b>	<b>4,230</b>	<b>225,891</b>	<b>(69,109)</b>	<b>38.3%</b>	<b>221,661</b>	<b>N/A</b>
Transfers Out	5,865,345	2,453,172	2,677,415	2,524,914	2,260,189	(192,983)	38.5%	(264,725)	N/A
<b>Total Non Operating Expenses</b>	<b>5,865,345</b>	<b>2,453,172</b>	<b>2,677,415</b>	<b>2,524,914</b>	<b>2,260,189</b>	<b>(192,983)</b>	<b>38.5%</b>	<b>(264,725)</b>	<b>N/A</b>
<b>Total Expenditures</b>	<b>79,462,389</b>	<b>40,962,074</b>	<b>33,565,661</b>	<b>35,982,227</b>	<b>37,989,488</b>	<b>(2,972,586)</b>	<b>47.8%</b>	<b>2,007,262</b>	<b>5.6%</b>
						<b>% of Year</b>	<b>50.0%</b>		

## Riverton Park United Methodist Church Response (RPUMC)

Total costs to date are slightly over \$500,000. These expenditures are a combination of consulting services/contracts, employee time, and services/supplies. Contracts include fencing and tenting. Consulting is for media prep and long-term strategy. The total contract amount is currently \$752,950. Of that total, \$372,770 has been spent, leaving a remaining encumbered amount of \$380,180.

### Total Costs (Snapshot)

SNAPSHOT				
Object	2023 \$	2024 \$	Total	%
Consulting	88,864	171,682	260,547	49%
Contracts	18,734	127,156	145,889	27%
Salaries/Benefits	55,494	54,224	109,718	21%
Services	0	14,476	14,476	3%
Supplies	0	2,533	<u>2,533</u>	0%
<b>Subtotal</b>	<b>163,092</b>	<b>370,071</b>	<b>533,163</b>	100%
Encumbered			<u>380,180</u>	
<b>Grand Total</b>			<b>913,342</b>	