



## Special Administration and Finance Committee Agenda

September 26, 2016

3:00 PM

SeaTac City Hall – Riverton Room 128

Councilmembers:

Erin Sitterley, Chair

Peter Kwon

Pam Fernald

**Note: A quorum of the Council may be present.**

Staff Coordinator: Gwen Pilo, Acting Finance Director

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	
2	Public Comment	Please raise your hand if you'd like to speak so the Chair can call on you. Public comments are limited to 10 minutes total and three minutes per individual speaker. Time may be reduced for each speaker to stay within the 10-minute time limit.	Chair	10
3	Vacant Position Updates	Update	Joe	5
4	State Legislative Agenda Review	Discussion and recommendation	Jeff	30
5	2016 Budget Update	Discussion	Joe/Gwen	10
6	Business License Ordinance	Discussion	Gwen	15
7	Financial Management Policy	Discussion and recommendation	Joe/Gwen	10
8	2017-2018 Budget Draft Schedule and Outline for Budget Workshops	Discussion and recommendation	Joe/Gwen	20
9	Next Meeting Topics Adjourn	Monday, October 3, 2016	All	5

# CITY OF SEATAC, WASHINGTON

## General Fund Summary By Ye DRAFT - Unaudited 2015 results

Source	2015 ACTUAL	2015 BUDGET	2016 ACTUAL	2016 YEAR END	2016 BUDGET
Taxes:			<i>Thru 08/31/16</i>		
Property Tax	\$ 12,989,243	\$ 12,700,000	\$ 7,712,867	\$ 14,200,000	\$ 13,000,000
Property Tax - BLS	318,975	375,000	193,905	386,980	375,000
Sales & Use Tax (Includes Crim. Justice)	12,012,835	11,420,000	5,699,424	12,417,271	11,760,000
Leasehold Excise Tax	2,412,581	1,700,000	989,993	2,136,298	1,800,000
Gambling Tax	723,174	580,000	324,900	648,000	580,000
Utility Tax	2,705,303	2,700,000	798,525	798,525	2,700,000
Licenses and Permits	1,612,257	1,555,327	1,518,367	1,781,842	1,037,658
Grants and Entitlements	305,041	111,550	59,200	159,333	108,100
State Shared Revenue	509,082	383,000	271,605	478,700	446,000
Intergovernmental Service Revenue	98,566	140,000	0	43,005	140,000
General Government Charges	105,233	101,667	72,010	78,300	103,169
Security of Persons & Property Fees	189,843	201,550	72,962	252,447	201,550
Physical Environment Fees	117,947	0		93,000	0
Economic Development Fees (Planning)	459,614	422,485	527,732	555,964	818,683
Culture & Recreation Fees (Parks & Rec)	418,000	476,995	316,660	435,380	483,095
Fines and Forfeits	615,774	580,275	427,676	550,410	580,275
Interest and Miscellaneous	55,526	39,500	58,439	83,500	39,500
Rents, Leases and Concessions	193,851	195,400	163,162	209,030	197,700
Other Miscellaneous Revenues	162,344	15,000	79,620	104,608	15,000
Transfers from Other Funds	997,836	1,860,796	1,758,551	2,066,486	1,732,796
<b>Total General Fund Revenues</b>	<b>\$37,003,025</b>	<b>\$ 35,558,545</b>	<b>\$ 21,045,598</b>	<b>\$37,479,079</b>	<b>\$ 36,118,527</b>

### General Fund Expenditures by Department

Department	2015 ACTUAL	2015 BUDGET	2016 ACTUAL	2016 YEAR END	2016 BUDGET
Council	\$ 298,457	\$ 320,877	\$ 215,380	\$ 307,261	\$ 321,705
Municipal Court	741,972	797,612	505,501	\$ 769,275	819,186
City Manager, Pub. Def	1,787,425	1,816,124	531,585	\$ 739,645	1,010,339
Finance & Systems	1,702,271	1,745,678	1,143,057	\$ 1,754,795	1,749,973
City Clerk	449,307	496,653	342,973	\$ 535,264	563,629
Legal	1,167,359	1,253,543	835,651	\$ 1,233,811	1,307,393
Human Resources	527,905	706,460	406,342	\$ 657,846	829,193
Police, SCORE, Animal Control Services	10,353,800	10,645,254	6,336,231	\$ 10,854,267	10,919,594
Fire & Emergency Services	9,340,538	9,661,125	4,842,613	\$ 9,766,100	9,998,759
Parks/Recreation/Facilities/Human Services	4,266,428	4,101,196	3,044,089	\$ 4,484,443	4,908,591
Public Works	522,622	579,729	337,217	\$ 500,531	593,689
Community & Economic Development	2,251,023	2,407,096	1,521,843	\$ 2,363,657	2,530,382
<b>Total General Fund Expenditures</b>	<b>\$ 33,409,108</b>	<b>\$ 34,531,347</b>	<b>\$ 20,062,482</b>	<b>\$ 33,966,895</b>	<b>\$ 35,552,433</b>
<b>YE Estimated Surplus/(Deficit)</b>	<b>\$ 3,593,917</b>	<b>\$ 1,027,198</b>	<b>\$ 983,116</b>	<b>\$ 3,512,184</b>	<b>\$ 566,094</b>
<b>Beginning Fund Balance</b>	<b>\$ 8,655,189</b>	<b>\$ 6,454,749</b>	<b>\$ 12,249,106</b>	<b>\$ 12,249,106</b>	<b>\$ 9,071,708</b>
<b>Ending Fund Balance</b>	<b>\$ 12,249,106</b>	<b>\$ 7,481,947</b>	<b>N/A</b>	<b>\$ 15,761,290</b>	<b>\$ 9,637,802</b>
<b>Fund Balance Target**</b>	<b>\$ 8,352,277</b>	<b>\$ 8,632,837</b>	<b>N/A</b>	<b>\$ 11,322,298</b>	<b>\$ 8,888,108</b>
<b>Over (Under) Fund Target</b>	<b>\$ 3,896,829</b>	<b>\$ (1,150,889)</b>	<b>N/A</b>	<b>\$ 4,438,991</b>	<b>\$ 749,693</b>

\*\* Note: Projected Fund Balance Target amount equals three (3) months of operating expenditures

## 4. Objective: Manage the financial resources of the City.

- A. ~~**Policy:** Temporary cash deficits may be supported by a tax anticipation note or interfund loans.~~

~~**Status:** Tax anticipation notes and interfund loans were used during the City's first two years of existence. In addition, an interfund loan was made in 2002 from the Port of Seattle ILA Fund #105 to the Municipal Facilities Capital Improvement Fund #306 to purchase a building to be used as City Hall. The interfund loan was fully repaid in 2008. At this time, no future cash flow deficits are anticipated in any City fund to cover operating costs.~~

- B. ~~**Policy:** The City will maintain a Contingency Fund to protect the City from unanticipated needs and to allow an accumulation of resources to finance unforeseen general governmental expenditures in the General Fund.~~

~~**Status:** The Contingency Fund had a planned 2014 ending fund balance of \$775,970. No appropriations had been made to the Fund since the Fund was established. The City Council has a policy of maintaining a minimum fund balance in the General Fund eliminating the need for a separate Contingency Fund. To comply with a newly released GASB (governmental accounting standards board) statement 54, the contingency fund# 103 was merged into the general fund during the 2015-2016 period.~~

- A. **Policy:** The City shall carefully examine all potential grants for matching requirements.

**Status:** If a grant match is already included in the budget no, further council action is required for application of the grant. If a grant match is not included as part of the approved budget, whenever possible, the application of such a grant will be approved by City Council prior to application for the grant. Some grants may not be accepted if the matching funds cannot be justified or if programs must be continued with local resources after grant funds are exhausted.

- C. **Policy:** The City will maintain conservatively manage debt obligations within the statutory limits for debt capacity.

**Status:** At the end of 2015, the City of SeaTac had an outstanding general obligation and special obligation debt of \$3,366,400. The 2015 legal debt limit was \$375,956,718, leaving a legal debt margin of \$372,590,318. This means outstanding debt was only 0.9% of the City's total legal debt limit.

- D. **Policy:** The City's investment practices shall be in accordance with administrative policies developed in accordance with appropriate professional standards.

**Status:** Administrative policies are in place to regulate investment practices. Currently, all of City's funds are in instruments adhering to sound investment practices. All of the City's excess funds are invested in the State's Local Government Investment Pool (LGIP) in certificates of deposit, commercial paper and treasury obligations.

## 5. Objective: Provide high quality financial reports in a timely and understandable manner.

- A. **Policy:** Regular financial reports will present a summary of financial activity for the City.

**Status:** Monthly budget reports outlining the status of revenues and expenditures

are printed by each department. The Finance Department also reviews the monthly revenue and expenditure status reports. Supplemental financial reports are developed and distributed as requested on an ongoing basis.

- B. Policy:** *The City shall annually prepare an Annual Financial Report in accordance with Generally Accepted Accounting Principles (GAAP).*

**Status:** Annual Financial Reports have been prepared annually since the City's incorporation. The City received an unqualified opinion for the 2011, 2012, 2013, and 2014 financial statements and is currently awaiting the 2015 financial statement audit.

- C. Policy:** *The City shall seek national GFOA (Government Finance Officer's Association) award(s) for financial reports in order to promote professional management of the City's finances.*

**Status:** The City received the GFOA award for its 2011, 2012, and 2013 Annual Financial Reports. No submission was made for 2014 or 2015 ending the 22 years of submissions. The city also received the GFOA distinguished budget presentation award for the 2013-2014 biennial budget and the 2015-2016 biennial budget.

## A& F Committee Working Document 09/26/2016 Meeting

The City's financial management policies establish the broad framework within which the City Manager administers City departments and services for the citizens. Policy direction is provided by the City Council, generally developed by staff recommendations brought to the Council for their formal concurrence or are the result of Council-initiated inquiry or debate. Policies can also develop in a more evolutionary way, such as when historical practices set the standard of conduct.

The following policies identify the manner in which the budget develops, allocates, manages and controls financial resources available to the City. These policies are intended to express the principles under which the financial resources are administered.

1. Objective: Ensure sufficient resources to support municipal services and maintain fiscal stability.

A. **Policy:** *Ongoing operations of the City shall be funded by ongoing revenues.*

**Status:** Policy implemented for creation of 2017-2018 Budget, providing a municipal services program that continues year after year and operates with ongoing, general purpose revenues. Appropriations are made on an annual basis after an evaluation of the ongoing service programs in competition with other City priorities.

B. **Policy:** *Revenues should be conservatively projected to help ensure budget solvency.*

**Status:** The revenue estimates contained in the proposed Budget will be based on a conservative analysis of the economic prospects for the City. Historical data, where available, will be used to assist in developing projections.

C. **Policy:** *The City should reserve some resources for future, unknown needs.*

**Status:** The City retains a strategic reserve by which to prepare for unforeseen circumstances. At the June 10, 2016 Council Retreat, council provided direction to change the target from 3 months, (25%) to 4 months (33%) of the general fund's adopted expenditure appropriation authority amount.

2. Objective: Allocate available resources to the various services and programs of the City to carry out City goals.

A. **Policy:** *The operating budget of the City shall be balanced utilizing current year revenues only, whenever possible. For the capital portion of the budget, the City shall maintain a minimum ending fund balance reserve for each fund.*

**Status:** The Budget is being developed with this policy in mind. In the *General Fund*, the City placed a high emphasis on not only maintaining four months of operating expenditures as its minimum reserve, but also encouraged departments to budget within current year revenue estimates.



- B. Policy:** *The Budget of the City shall be based on and implemented by departmental goals and objectives.*

**Status:** The Budget was developed based on department work programs and cooperative efforts to ensure non-duplication of budgeted expenditures due to overlapping involvement in certain objectives. Department road maps are included in the preliminary budget packets to include in budget discussions and the City Council workshops.

- C. Policy:** *Tax supported activities of the City shall be funded in the General Fund or in the special revenue funds associated with tax levies for special purposes.*

**Status:** This policy has been implemented since incorporation of the City in 1990 and is continued.

- D. Policy:** *The City shall continue to provide supplemental funding to area human service agencies.*

**Status:** The City recognizes its responsibility and the need for participation and continues to assist in funding human service programs in the community, allocating one and one-half percent (1.5%) of General Fund operating expenditures for this purpose. This was affirmed at the June 10, 2016 Council Retreat.

3. Objective: Establish accountability of financial resources during the implementation of the Budget through monitoring.

- A. Policy:** *Budget reports outlining the status of revenues and expenditures will be provided to the City Manager, Mayor, City Council and departments.*

**Status:** The Finance Department has trained each department on how to print their monthly reports which detail actual results compared to budget. Each department is responsible for monitoring their expenditures to ensure that they do not exceed the appropriation for their programs. The Finance Department also reviews expenditure and revenue status reports monthly. Additionally, the Finance Director prepares a monthly financial report for department heads, and quarterly reviews for City Council.

- B. Policy:** *The accounts of the City and its Operating Budget shall be maintained in accordance with the State of Washington Budgeting, Accounting and Reporting System (BARS) and shall be computerized to provide current financial data readily on request.*

**Status:** The City has implemented the prescribed system and has continued this policy in the adopted Budget.

- C. Policy:** *The Council shall review expenditures on each payment cycle.*

**Status:** Payroll and claims expenditures are subject to City Council approval at each Regular City Council Meeting.

- D. Policy:** *Department heads shall be responsible for managing their budgets within their total appropriated budget.*

**Status:** Department heads are subject to administrative policies in place and have the duty to manage their department in accordance with the intent of this Budget as provided by law.



**DRAFT**

## CITY OF SEATAC 2017 LEGISLATIVE PRIORITIES

4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188-8605

City Hall: 206.973.4800  
Fax: 206.973.4809  
TDD: 206.973.4808

**Mayor**  
Michael J. Siefkes

**Deputy Mayor**  
Pam Fernald

**Councilmembers**  
Rick Forschler  
Kathryn Campbell  
Peter Kwon  
Tony Anderson  
Erin Sitterley

**Acting City Manager**  
Joseph Scorcio

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- **Funding for Ongoing Services Supporting SeaTac International Airport:** As the SeaTac International Airport continues to expand and thrive, SeaTac requests funding for ongoing services to continue to make the city a safe, welcoming city for travelers both leaving and arriving Washington State.
- **Complete SR 509 Extension to I-5:** SeaTac will advocate for the efficient and on-time completion of SR 509 with adequate access to the City, which was fully funded in the Connecting Washington transportation package.
- **Foreclosed Homes:** SeaTac supports legislation that improves notification to cities regarding tax-foreclosed homes and maintenance of tax- and bank-foreclosed homes.
- **Mobile Home Parks:** SeaTac supports increased funding to ensure adequate relocation assistance for displaced residents of redeveloped mobile home parks and legislation that provides greater rights to mobile home park tenants.
- **Public Records Reform:** SeaTac supports efforts to responsibly reform the Public Records Act. The city supports the efforts of the legislator-led interim work group that has sought to develop legislative proposals that integrate feedback from a large and diverse stakeholder group.
- **Infrastructure Funding:** SeaTac supports infrastructure funding programs that further the economic development and growth of the city.
- **Affordable Housing:** The reduction in affordable housing is an increasing problem throughout King County and the greater Puget Sound. SeaTac supports tools to maintain affordable housing within the SeaTac community and region.
- **Funding for Public Defense:** SeaTac supports additional state funding for the provision of public defense services in order to meet the requirements of the Court-adopted public defense standards and caseload limits.
- **Unfunded Mandates:** SeaTac recognizes that jurisdictions have limited fiscal capacity and opposes unfunded and under-funded mandates.

*The City of SeaTac supports the legislative agendas of the Association of Washington Cities and the Washington Economic Development Association.*

**2017 Legislative Session**  
**City of SeaTac Internal Legislative Agenda:**

(Additional direction to City staff and lobbyists only—not for distribution)

- **Animal Control:** SeaTac will oppose any state law that preempts local animal control authority, including cities' authority to choose whether to ban specific dog breeds or reduce the amount of liability insurance required of owners of potentially dangerous dogs.
- **Business Licenses and Taxes:** SeaTac will monitor the recommendations of the Department of Revenue led task force on business licenses and taxes.
- **Gang Prevention:** City of SeaTac supports legislation that will provide a comprehensive approach to the growing gang problem including increased prevention and intervention efforts and sentencing enhancements for some types of gang-related crime.
- **Human Services:** The City of SeaTac will encourage full participation by the State and counties in a comprehensive approach to complex social issues such as public health, mental health, substance abuse, health care, emergency and transitional housing, at-risk youth and immigration.
- **Initiative Process:** The Legislature should consider limiting the consecutive filing of identical petitions without some mandated intervening time period.
- **Light Rail Station Area Development:** SeaTac supports any legislation that encourages or assists the development of the City's light rail station areas, including funding for location of State facilities and grant programs targeting transit-oriented development.
- **Local Control:** The City of SeaTac supports legislation providing cities with greater local control over regulations, finances, planning, etc. Similarly, the city opposes legislation that conflicts with existing city ordinances/regulations.
- **Lodging Tax and Tourism Promotion Area Administration:** SeaTac will work through the Legislature to ensure lodging tax revenues from the King Dome and Safeco Field bonds are allocated to the city's priority projects and programs, particularly that a portion of lodging tax revenues continue to be available for tourism operations.
- **Plumbing Codes:** Support legislation adding the International Plumbing Code as an optional alternative plumbing code of the state building code.
- **Product Stewardship:** Support product stewardship proposals including legislation creating a privately-funded pharmaceutical disposal program and a paint stewardship program.
- **State-Shared Revenues:** SeaTac supports maintaining funding for state-shared revenues. These funds include the Criminal Justice Assistance account, the Liquor Excise Tax account, and Liquor Profit Revenues. Additionally, the City opposes any cuts to state-funded programs that would negatively impact the city's ability to deliver services to its citizens.
- **Telecommunications:** SeaTac opposes bills that restrict local authority to franchise cable television providers.



City of SeaTac  
Preparing for the 2017 Session

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Gordon Thomas Honeywell Governmental Affairs  
Briahna Murray, Vice President  
Chelsea Hager, Consultant

### Washington State Legislature 101

- Begins 2<sup>nd</sup> Monday in January (January 9, 2017)
- Two-year (biennial) cycle.
  - In odd-numbered years, the legislature meets for 105 days.
  - In even-numbered years, the legislature meets for 60 days.
- The Governor may also call the legislature into a special session if needed, lasting up to 30 days.

Capitol: Olympia  
Legislators

- House: 98 members
- **Democrats: 50**
- **Republicans: 48**
- Senate: 49 members
- **Democrats: 23**
- **Republicans: 26**

49 Legislative Districts

### Primary Task of the 2017 Legislature: Develop a Budget

- Biennial Fiscal Year: July 1, 2017-June 30, 2019
- Three budgets:
  - **Operating** - Funds state agency operations, including K-12 education system.
  - **Capital** - Funds bricks & mortar projects. Grants & direct appropriations.
  - **Transportation** - Funds transportation projects, usually state routes.

### Why Engage in Olympia?

- State budget impacts the city budget
  - E.g. liquor revenues, new responsibilities.
- State laws impact the city
  - E.g. nuisance abatement legislation, state mandated codes, etc.
- Opportunity
  - Secure Funding

## Track Record of Success

In recent years, SeaTac has been increasingly engaged in Olympia. It has paid off:

- Passed legislation for Nuisance Abatement cost recovery
- Secured funding for SR 509 extension to I-5 in Connecting Washington Transportation Package
- Secured Funding for International Marketplace
- Successfully opposed dozens of bills harmful to SeaTac

## What to expect in the 2017 session?

- Many new legislators
- Narrow majorities/Potential shift in majorities
- McCleary Deadline
- Beginning of the two-year cycle - budget opportunities

## Proposed 2017 Legislative Agendas *SEE ATTACHMENTS*

- External Legislative Agenda
- Internal Legislative Agenda

## What it takes to succeed...

- This session will be challenging. While we are your lobbyists, we can't do it without you:
  - Successful delivery of current projects
  - Sending consistent messages to our legislators
  - Making phone calls/sending emails when requested
  - Public testimony in Olympia
- There is no guarantee of success.

## Next Steps

- **Finalize Legislative Agenda**
- **October-November 2016** – Meet with legislative delegation to discuss 2017 Legislative Agenda
- **January 9, 2017** – Session Begins
- Weekly Email Updates throughout session

## Questions?

Briahna Murray  
bmurray@gth-gov.com  
(253) 310-5477

Chelsea Hager  
chager@gth-gov.com  
(253) 359-0474



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*(DRAFT, AS AMENDED BY A&F COMMITTEE 9-26-16)*

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- **Infrastructure Funding:** SeaTac supports infrastructure funding programs that further the economic development and growth of the city.
- **Housing Affordability:** Due to the increasing housing costs throughout King County and greater Puget Sound, SeaTac supports tools to maintain housing choices within the community and region.
- **Funding for Public Defense:** SeaTac supports additional state funding for the provision of public defense services in order to meet the requirements of the Court-adopted public defense standards and caseload limits.
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- **Plumbing Codes:** Support legislation adding the International Plumbing Code as an optional alternative plumbing code of the state building code.
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