



Special Administration and Finance Committee Agenda

June 22, 2017

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, 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 Positions Update	Update	Joe	5
4	Lobby Beverage Vendor	Presentation & Recommendation	Larry	10
5	2017 Budget Amendment	Presentation, Discussion & Recommendation	Gwen/Joe	60
6	Future Meeting Schedule /Topics <ul style="list-style-type: none"> • Sick Leave Cash Out/Termination Vacation Compensation Budget Policy • Business License Update 	Discussion	All	5
7	Adjourn			

Current Vacancies

June 22, 2017



Vacancy	AFSCME	Position Funding	Dept	Notes/Status
.5 FTE Admin Asst 2 / Graphics Specialist	Y	50% General Fund/ 50% Hotel/Motel	CED	Applicants Forwarded to Hiring Manager for Screening
Economic Development Strategist	N	100% Hotel/Motel Tax Fund	CED	Reposted Externally Following First Round Interviews
Limited Term GIS Analyst	Y	100% General Fund	FIN	Posted Externally, Sourcing Applicants
GIS Systems Analyst	Y	100% General Fund	FIN	Posted Externally, Sourcing Applicants
Budget Analyst	N	100% General Fund	FIN	First Round Interviews Scheduled 6.27.17
Accounting Analyst	N	100% General Fund	FIN	Hold Pending Vacancy & PVRB
Payroll Coordinator	Y	100% General Fund	FIN	Posted Externally, Sourcing Applicants
Accounting Technician	Y	100% General Fund	FIN	Hold Pending Vacancy & PVRB
Legal Analyst	N	100% General Fund	LGL	Posted Externally, Sourcing Applicants
Civil Paralegal/Legal Assistant	N	100% General Fund	LGL	Hold Pending Hire of Legal Analyst
Records Manager	N	100% General Fund	LGL	Offer Pending Market Salary Survey
Records Coordinator	Y	100% General Fund	LGL	Offer Pending Impact Bargaining

Fund Key

102 Fund = Street

307 Fund = Public Works Engineering/Transportation CIP

403 Fund = Surface Water Management

	A	B	C	D	E	F	I	K	L	P
1	Category	PIN	PropName	KC Zoning	LUDescript	SqFtLot	TaxpayerNa	AddrLine	CityState	Comments
2	City: Fire Station	0043000009	King County Firestation	UH-UCR	Governmental Service	24400	CITY OF SEA-TAC	4800 S 188TH ST	SEATAC WA	
3	City: Fire Station	3445000007	Vacant Land: City of Seatac	UH-1800	Vacant(Multi-family)	35467	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
4	City: Fire Station	4435000195	Seatac Fire Station #46	UL-7200	Governmental Service	53650	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
5	City: SeaTac City Hall	3423049197	Seatac City Hall	CB	Office Building	103647	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
6	City: YMCA	3423049088	Matt Griffin YMCA	UL-5000 (SDO)	Health Club	281722	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
7	Other	0043000013	Economic Unit w/ -0015	CB-C	Parking(Assoc)	75630	CITY OF SEATAC	4800 S 188TH ST	SEATAC WA	
8	Other	0043000015	Pacific South Building (economic unit w/ -0015)	CB-C	Retail Store	99248	CITY OF SEATAC	4800 S 188TH ST	SEATAC WA	
9	Other	0043000018	Vacant Land: City of Seatac	UH-UCR	Parking(Assoc)	9000	CITY OF SEATAC	4800 S 188TH ST	SEATAC WA	
10	Other	0043000019	0043000019	CB-C	Single Family(Res Use/Zone)	5454	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
11	Other	0422049183	Vacant Land: City of SeaTac	CB-C	Vacant(Commercial)	5007	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
12	Other	0422049284	Vacant Land: City of SeaTac	AVC	Vacant(Commercial)	194614	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
13	Other	0522049073	Vacant Land: City of Seatac (wetland)	I	Vacant(Industrial)	211266	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
14	Other	0922049356	0922049356	UL-7200	Vacant(Single-family)	2967	CITY OF SEA-TAC	4800 S 188TH ST	SEATAC WA	
15	Other	1776200110	1776200110	UL-7200	Vacant(Single-family)	13340	CITY OF SEA-TAC	4800 S 188TH ST	SEATAC WA	
16	Other	1853500330	1853500330	UL-7200	Easement	4825	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
17	Other	2823049185	Vacant Land: City of Seatac	CB-C	Vacant(Commercial)	22688	CITY OF SEATAC	4800 S 188TH ST	SEATAC WA	
18	Other	3323049211	Vacant Land: City of Seatac	CB-C	Vacant(Commercial)	86958	CITY OF SEATAC	4800 S 188TH STR	SEATAC WA	
19	Other	3423049347	Vacant Land - City of Seatac	UH-900	Open Space Tmbr Land/Greenbel	314923	CITY OF SEATAC	4800 S 188TH ST	SEATAC WA	
20	Other	3445000019	Seatac Fire Station	UH-1800	Governmental Service	23516	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
21	Other	3445000031	Vacant Land: City of Seatac	ABC	Right of Way/Utility, Road	7875	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
22	Other	3445000038	Vacant Land - Right of Way - City of Seatac	UH-900	Right of Way/Utility, Road	7875	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
23	Other	3445000039	Vacant Land - Right of Way - City of Seatac	UH-900	Right of Way/Utility, Road	7875	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
24	Other	3445000041	Vacant Land: City of Seatac	ABC	Right of Way/Utility, Road	7875	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
25	Other	3445000106	VACANT LAND - CITY OF SEATAC	ABC	Vacant(Commercial)	18647	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
26	Other	3445000110	Vacant Land: Port of Seattle	MHP	Vacant(Multi-family)	195400	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
27	Other	3445000135	Vacant Land: City of Seatac	CB-C	Vacant(Commercial)	13172	CITY OF SEATAC	4800 S 188TH STR	SEATAC WA	
28	Other	3445000144	Vacant Land: Port of Seattle	MHP	Vacant(Multi-family)	69678	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
29	Other	3445000145	Vacant Land: Port of Seattle	MHP	Vacant(Multi-family)	169748	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
30	Other	3445000146	Vacant Land: Port of Seattle	MHP	Vacant(Multi-family)	29827	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
31	Other	3445000147	Vacant Land: Port of Seattle	MHP	Vacant(Multi-family)	6790	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
32	Other	3445000267	3445000267	UL-7200	Vacant(Single-family)	1430	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
33	Other	5083000070	5083000070	UL-7200	Vacant(Single-family)	2800	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
34	Other	5251100095	5251100095	P	Vacant(Single-family)	9098	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
35	Other	6663000010	Vacant Port of Seattle	AVC	Vacant(Commercial)	714400	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
36	Other	6663000011	Vacant Port of Seattle	AVC	Vacant(Commercial)	45000	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
37	Other	7686201645	7686201645	UL-7200	Vacant(Single-family)	2500	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
38	Other	8112900080	8112900080	UL-7200	Utility, Public	5553	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
39	Other	8665000190	8665000190	UL-7200	Vacant(Single-family)	13430	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
40	Other	8709600025	Vacant Land: City of SeaTac	UM-2400	Vacant(Multi-family)	2600	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
41	Other	8858050160	8858050160	UL-7200	Easement	4680	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
42	Park	0422049002	Angle Lake Park	P	Park, Public(Zoo/Arbor)	388990	CITY OF SEA-TAC	4800 S 188TH ST	SEATAC WA	
43	Park	0422049009	Vacant Land: City of Seatac - Wetlands	UH-UCR	Vacant(Multi-family)	81729	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
44	Park	0422049031	0422049031	P	Park, Public(Zoo/Arbor)	1839974	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
45	Park	1522049017	1522049017	P	Vacant(Single-family)	1642212	CITY OF SEATAC	4800 S 188TH ST	SEATAC WA	
46	Park	1623049412	Park	P	Park, Public(Zoo/Arbor)	138167	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
47	Park	3423049037	PARK - Valley Ridge Park & Community Ce	P	Park, Public(Zoo/Arbor)	866408	CITY OF SEATAC	4800 S 188TH ST	SEATAC WA	
48	Park	3423049327	3423049327	P	Vacant(Single-family)	132858	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
49	Park	3923400030	VACANT LAND	UL-7200	Vacant(Single-family)	346226	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
50	Park	5379802510	Small Park	P	Park, Public(Zoo/Arbor)	46150	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
51	Park	5379802570	5379802570	P	Park, Public(Zoo/Arbor)	58370	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
52	Park	6663000101	6663000101	P	Vacant(Single-family)	426810	SEATAC CITY OF	4800 S 188TH ST	SEATAC WA	
53	Port of Seattle	0094000005	North SeaTac Park (Portion)	AVC	Park, Public(Zoo/Arbor)	432494	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
54	Port of Seattle	0094000215	North SeaTac Park	AVC	Park, Public(Zoo/Arbor)	432761	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	

	A	B	C	D	E	F	I	K	L	P
55	Port of Seattle	0990000098	North SeaTac Park Community Center	AVC	Club	598783	AIRPORT	PO BOX 68727	SEATTLE WA	
56	Port of Seattle	0990000158	Vacant Land: Port of Seattle	AVC	Vacant(Commercial)	602043	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
57	Port of Seattle	0990000331	Vacant Land: Port of Seattle	AVC	Vacant(Commercial)	624694	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
58	Port of Seattle	0990000513	Port of Seattle vacant	AVC	Vacant(Commercial)	629895	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
59	Port of Seattle	1623049070	Vacant Port of Seattle	AVC	Vacant(Commercial)	385381	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
60	Port of Seattle	1623049104	Vacant port land	AVC	Vacant(Commercial)	105727	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
61	Port of Seattle	1623049110	Vacant port land	AVC	Vacant(Commercial)	155835	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
62	Port of Seattle	1623049272	Vacant Land: Port of Seattle	AVC	Vacant(Commercial)	462498	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
63	Port of Seattle	1723049031	North SeaTac Park (portion)	AVC	Park, Public(Zoo/Arbor)	833738	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
64	Port of Seattle	1723049060	North SeaTac Park (portion)	AVC	Park, Public(Zoo/Arbor)	22243	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
65	Port of Seattle	1723049067	North SeaTac Park (portion)	AVC	Park, Public(Zoo/Arbor)	40021	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
66	Port of Seattle	1723049123	North SeaTac Park (Portion)	AVC	Park, Public(Zoo/Arbor)	43744	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
67	Port of Seattle	1723049143	North SeaTac Park (portion)	AVC	Park, Public(Zoo/Arbor)	57065	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
68	Port of Seattle	1723049214	North SeaTac Park (portion)	AVC	Park, Public(Zoo/Arbor)	141769	PORT OF SEATTLE	PO BOX 68727	SEATTLE WA	
69	Port of Seattle	3028200130	VACANT	AVC	Park, Public(Zoo/Arbor)	176820	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
70	Port of Seattle	3114000005	North SeaTac Park (portion)	AVC	Park, Public(Zoo/Arbor)	892109	PORT OF SEATTLE	PO BOX 68727	SEATTLE WA	
71	Port of Seattle	4248400005	Port of Seattle vacant	AVC	Vacant(Commercial)	106902	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
72	Port of Seattle	6040400035	Port of Seattle vacant	AVC	Vacant(Commercial)	113390	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
73	Port of Seattle	6083000101	North SeaTac Park (portion)	AVC	Park, Public(Zoo/Arbor)	217169	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
74	Port of Seattle	6404600190	Vacant port land	AVC	Vacant(Commercial)	207617	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
75	Port of Seattle	6404600250	Vacant port land	AVC	Vacant(Commercial)	66605	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
76	Port of Seattle	6404600255	Port of Seattle Maintenance Facility	AVC	Governmental Service	138042	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
77	Port of Seattle	6652000005	Vacant port land	AVC	Vacant(Commercial)	824278	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
78	Port of Seattle	7317400005	Port of Seattle vacant	AVC	Vacant(Commercial)	153150	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
79	Port of Seattle	7391400005	Vacant port land	AVC	Vacant(Commercial)	398049	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	
80	Port of Seattle	7391400265	Vacant port land	AVC	Vacant(Commercial)	433796	SEATTLE PORT OF	PO BOX 68727	SEATTLE WA	

EXHIBIT A
 2017-2018 Biennial Budget Amendment
 Line Item Worksheet

Revenue

001	001.000.397.03.00.000
001	001.000.397.04.00.000
102	102.000.337.00.00.001
501	501.000.397.70.00.000

Transfers & Reimbursements
\$32,706
\$32,706
\$160,027
\$80,000
\$305,439

Transfer in from 102 for Real Property Management Specialist
 Transfer in from 403 for Real Property Management Specialist
 Reimbursement from Sound Transit for LTE
 Transfer In from 102 for vehicles

Expenditures

FUND #	To Acct #	2017 Carry Fwd Amount	2017 One-Time Request	2017-2018 On-going Request	2017-2018 Total Request	Description
001	001.000.10.565.10.41.000		\$35,000		\$35,000	Human Services Needs Assessment
001	001.000.10.575.51.41.034			\$64,800	\$64,800	Community Center Janitorial Services
001	001.000.03 Salary & Wages Series			\$130,824	\$130,824	Real Property Management Specialist (3 year LTE)
Subtotal General Fund (001)		\$0	\$35,000	\$195,624	\$230,624	
102	102.000.11.597.03.00.000			\$32,706	\$32,706	Real Property Management Specialist (25% of 3 year LTE)
102	102.000.11.594.42.64.097		\$80,000		\$80,000	2 Vehicles
102	102.000.11.544.21.45.002			\$20,000	\$20,000	O&M/Replacement Reserves for Vehicles
102	102.000.11.544.40.41.000	\$25,000			\$25,000	Finalization of 160th St Study
102	102.000.11.544.21.42.028			\$16,260	\$16,260	Telephones
102	102.000.11.544. Series			\$160,027	\$160,027	Sound Transit Project Staffing (3 year Limited-Term)
Subtotal Street Fund (102)		\$25,000	\$80,000	\$228,993	\$333,993	
105	105.000.03.576.10.41.000		\$50,000		\$50,000	Gateway/Entrances Analysis
Subtotal Port ILA Fund (105)		\$0	\$50,000	\$0	\$50,000	
306	306.000.10.594.19.62.001		\$125,000		\$125,000	City Hall Security & Access Improvements
Subtotal Municipal Facilities Fund (306)		\$0	\$125,000	\$0	\$125,000	
403	403.000.11.597.04.00.000			\$32,706	\$32,706	Real Property Management Specialist (25% of 3 year LTE)
Subtotal SWM Fund (403)		\$0	\$0	\$32,706	\$32,706	
Grand Total - ALL FUNDS		\$25,000	\$290,000	\$457,323	\$772,323	

City Council Review/Actions:

Department Inputs requested on 5/10/17, due by 6/5/17 to finalize A&F packet and post to Agenda Quick by 6/15/17
 Budget Amendment to be discussed at 6/22/17 A&F meeting, 6/27/17 City Council Study Session with AB, Ordinance
 Scheduled to adopt Ordinance on 7/11/17 (Can be Consent)

City of SeaTac 2017-2018 Budget Amendment Decision Card

Department: Parks, Community Programs and Services
Division: Community Services
Director: Lawrence Ellis
Item: Professional Services - Human Services Needs Assessment
BARS#: 001.000.10.565.10.41.000
Amount of Request: \$35,000

Description of Request (include detail of total funding request):

Hire an independent third-party professional firm to conduct and present an assessment of the Human Services needs within the City of SeaTac.

Justification for Request:

At the March 2, 2017 Administration and Finance Committee meeting, staff introduced a new funding strategy and budget timeline to incorporate the City Council earlier in the process of allocating funds to support local Human Services agencies for SeaTac residents. In order to obtain proper and adequate information that addresses the key needs and challenges of the residents, an independent assessment of needs should be conducted. This updated and current assessment would serve as the base that identifies the community's needs and challenges, informs the City's choices of desired outcomes, designs a strategy to meet those needs, and develops a framework for accountability.

What alternatives exist to accomplish the work if funding is not approved (i.e.. reallocation of resources)?

If funding is not approved, staff will continue to work with the Community Services Advisory Committee in a similar manner as in the past. This is not considered the best option, but it would continue to serve as the needs assessment in funding allocation.

What City Goal is addressed with this expenditure?

The adopted Value statement regarding Service indicates the " We deliver timely, effective, quality and enduring services to all." Further, the Revenue and Development Goal indicates that we should "Steward the City's financial resources and promote economic development to ensure sustainability and future growth".

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	001 Available Fund Balance = \$17.7 Million	\$35,000	
Grant (Specify):			
Other (Specify):			
TOTAL		\$35,000	\$0

City of SeaTac 2017-2018 Budget Amendment Decision Card

Department: Parks, Community Programs and Services
Division: Recreation Facilities
Director: Lawrence Ellis
Item: Janitorial Services (Community Center)
BARS#: 001.000.10.575.51.41.034
Amount of Request: \$32,400

Description of Request (include detail of total funding request):

Restore the appropriate budget amount to cover contracted janitorial services for the SeaTac Community Center.

Justification for Request:

In 2014, the City eliminated 1.5 FTE custodians and City Council approved the transfer of the funds from salary/wages line item to the janitorial services line item to provide for a contractor to clean SeaTac City Hall and the Community Center. The funds were not in the janitorial services line item in the final budget document and the line item for the Community Center was short by \$30,500 in both 2015 and 2016 (covered thru other unexpended line items). This shortage was corrected for City Hall in the 2017/2018 Biennial Budget; however the Community Center shortage was not identified and therefore not corrected at that time. If approved this will rectify the shortage and restore the proper amount of funding for the Community Center. The Department intends to go out to bid in late 2017 for future services in 2018 and beyond.

What alternatives exist to accomplish the work if funding is not approved (i.e.. reallocation of resources)?

Janitorial services are performed by the Contractor on weekends and for special events held at the Community Center. Weekday services are provided by Facilities Division staff. If the funding is not restored, the number of days of janitorial service provided (by employee and contractor) at the SeaTac Community Center would need to be decreased. This is a practical but not prudent option as the service levels are already minimal.

What City Goal is addressed with this expenditure?

The City Operations Goal indicates that we should "Continuously improve the efficiency and effectiveness of city government". In addition, the Revenue and Development Goal states that we should "Steward the City's financial resources and promote economic development to ensure sustainability and future growth".

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	001 Available Fund Balance = \$17.7 Million	\$32,400	\$32,400
Grant (Specify):			
Other (Specify):			
TOTAL		\$32,400	\$32,400

City of SeaTac 2017-2018 Budget Amendment Decision Card

Department:	City Manager		
Division:			
Director:	Joseph Scorcio		
Item:	3 year LTE - Real Property Management Specialist		
BARS#:	001.000.03 Salary & Wages Series		50%
	102.000.11 Salary & Wages Series		25%
	403.000.11 Salary & Wages Series		25%
Amount of Request:	\$130,824		

Description of Request (include detail of total funding request):

A Limited Term professional position to organize and coordinate the City's largest real property assets (lands and buildings).

Justification for Request:

Since incorporation, the City has managed its land and building holdings in a dispersed and uncoordinated manner; assigning various Department's with sometimes similar, sometimes overlapping, sometimes conflicting responsibilities, purpose and direction. A recent mapping and land use evaluation revealed that the City also holds parcels that are not clearly assigned and managed. The purpose of this multi-year (Limited Term) position is to complete an overall analysis, document and detail all properties owned/leased by the City, and support the various Departments in current and upcoming efforts regarding real property. These efforts would likely include temporary construction easements, vacation of rights-of-way, transfer/sale of properties to other public entities, and public sales of land. While this is very likely an ongoing position needed by the City, it is prudent to complete the analysis and background work, review options, needs, cost benefit/return on investment, and organizational/funding alternatives before committing to an ongoing position. The term of this position is long enough (through mid-year 2020) to complete the initial work, and allow for further consideration in the next 2 biennial budget cycles. Because of the multi-department nature of this work and analysis, the position is initially proposed to be in the City Manager's Office. Eventually, the position would be assigned to one of the line Departments.

What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?

Staff would continue to respond to issues as they arise, and while some internal coordination has recently been occurring, the documentation and analysis of options outlined in the proposal would not occur because of other existing commitments and priorities. Lacking coordination, City efforts would not be as effective and unneeded public properties would not likely be returned to the tax rolls/redeveloped as quickly. Ongoing maintenance costs would continue.

What City Goal is addressed with this expenditure?

The City's Mission Statement supports the growth and development of our community. While all of the goals support the Mission, the City Operations goal seeks to continuously improve the effectiveness and efficiency of city government, and the Revenue and Development goal intends to steward the City's financial resources and promote economic development to ensure sustainability and future growth. The proper management of these important City assets will be better achieved through the work of this Limited Term position.

Funding Source(s):	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	001 Available Fund Balance = \$17.7 Million	\$12,807	\$52,605
	102 Available Fund Balance = \$9.5 Million	\$6,403	\$26,303
	403 Available Fund Balance = \$3.3 Million	\$6,403	\$26,303
TOTAL		\$25,613	\$105,211

City of SeaTac 2017-2018 Budget Amendment Decision Card

Department:	Public Works	
Division:	Admin & Engineering	
Director:	William Appleton	
Item:	Two (2) vehicles (Ford Escape Hybrid or equivalent)	
BARS#:	102.000.11.594.42.64.097	\$80,000
	102.000.11.544.21.45.002	\$20,000
Amount of Request:	100,000 (\$80,000 to purchase, \$20,000 on-going O&M/Replacement Reserve)	

Description of Request (include detail of total funding request):

Authorization to purchase two new vehicles for use by Public Works and other staff to perform sites visits, field investigations, and attend offsite meetings. The vehicles would be a Ford Escape Hybrid or equivalent. Once purchased the vehicles will be transferred to the Fleet vehicle program (Fund 501) for maintenance and collection of replacement reserves. Ongoing operational and replacement costs are estimated to be \$20,000 annually.

Justification for Request:

For City Hall office staff not assigned a vehicle, there are only two fleet vehicles available for checkout/use. Current staffing levels at the City Hall and the increased number of projects within Public Works has increased the frequency of fleet vehicles being unavailable. This has led to a delay in responding to public service requests and increase in employees using their personal vehicles for work purposes (not a preferred situation). Eight (8) public works office staff currently share pool vehicles with all other City Hall staff who do not have an assigned vehicle. These eight have work elements that require site visits, field work and offsite meetings. The additional vehicles will reduce the shortage (not eliminate), and benefit all departments in providing service to the public.

What alternatives exist to accomplish the work if funding is not approved (i.e.. reallocation of resources)?

Do not purchase an additional vehicles. Continue to delay responding to requests for service until vehicles are available, and/or supplement with use of personal vehicles.

What City Goal is addressed with this expenditure?

The adopted Value statement regarding Service indicates that "We deliver timely, effective, quality and enduring service to all". The City Operations Goal further indicates that we should "Continuously improve the efficiency and effectiveness of city government".

Funding Source(s):	Identify Specific Funding Source	2017 Request	2018 Request
Current Operations:			
Ending Fund Balance:	102 Available Fund Balance = \$9.5 Million	\$80,000	\$20,000
Grant (Specify):			
Other (Specify):			
TOTAL		\$80,000	\$20,000

City of SeaTac 2017-2018 Budget Amendment Decision Card

Department:	Public Works
Division:	Administrative & Engineering
Director:	William Appleton
Item:	Professional Services - S. 160th St. Traffic Study
BARS#:	102.000.11.544.40.41.000
Amount of Request:	\$25,000

Description of Request (include detail of total funding request):

Increase the expenditure authorization for Transportation Professional Services in 2017 from \$50,000 to \$75,000 to cover the costs associated with a special traffic study on S. 160th Street in conjunction with the Port of Seattle. The study began very late in 2016 and was completed in early 2017 after the 2017-2018 Biennial Budget had been approved. The Port and City staff are working together on implementing the recommendations of the report.

Justification for Request:

The special traffic study on S 160th Street between Air Cargo Road and International Blvd was initiated in late 2016 and not completed until early 2017. \$33,000 was budgeted in 2016 to pay for the study and only \$7,500 was billed and paid for work completed in December 2016. \$25,000 is required to complete payment on the contract. This is the first opportunity to request the remaining funds be added to the 2017 budget. The study covered traffic changes resulting from taxi and transportation network companies (like Uber) use of a Port of Seattle facility on S. 160th St. The funding for this request comes from the balance of the former joint Parking Tax funds (co-owned by the City and the Airport).

What alternatives exist to accomplish the work if funding is not approved (i.e.. reallocation of resources)?

1) Delay other specialized transportation consulting, surveying and other professional services needed in 2017 until 2018; 2) use potential savings in other budget line items to offset overruns in the professional services line item should they occur; 3) return to Council in the future and request additional funding at that time.

What City Goal is addressed with this expenditure?

The City Operations Goal indicates that we should "Continuously improve the efficiency and effectiveness of city government". In combination, the Accountability Goal and the Infrastructure Investment Goal states that we should improve public safety, and the community by making capital investments.

Funding Source(s):	Identify Specific Funding Source	2017 Request	2018 Request
Current Operations:			
Ending Fund Balance:			
Grant (Specify):			
Other (Specify):	102 Joint Parking Tax Funds Available = \$3.7 Million	\$25,000	
TOTAL		\$25,000	\$0

City of SeaTac 2017-2018 Budget Amendment Decision Card

Department:	Public Works
Division:	Admin & Engineering
Director:	William Appleton
Item:	Telephones (restoration of budget)
BARS#:	102.000.11.544.21.42.028
Amount of Request:	\$16,260

Description of Request (include detail of total funding request):

Restore the phone budget for the Administration and Engineering Division by increasing the current \$570 budgeted in 2017 and 2018 to \$8,700 for each year.

Justification for Request:

As part of the financial restructuring approved in the 2017-2018 Biennial Budget, the Public Works Administration and Engineering divisions were removed from the General Fund and moved into the various dedicated funds. In the process of restructuring the budget, the amount normally allocated for telephones in the Public Works Engineering Division (\$8,100) was inadvertently omitted, leaving only the Administration Division allowance of \$570 per year. An additional \$16,260 is required to cover the cost of telephones for the biennium.

What alternatives exist to accomplish the work if funding is not approved (i.e.. reallocation of resources)?

If additional funds are not authorized Public Works will: 1) use potential savings in other budget line items to offset overruns in the telephone line item, 2) return to Council in the future and request additional funding at that time.

What City Goal is addressed with this expenditure?

The City Operations Goal indicates that we should "Continuously improve the efficiency and effectiveness of city government". In addition, the Revenue and Development Goal states that we should "Steward the City's financial resources and promote economic development to ensure sustainability and future growth".

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	102 Available Fund Balance = \$9.5 Million	\$8,130	\$8,130
Grant (Specify):			
Other (Specify):			
TOTAL		\$8,130	\$8,130

City of SeaTac 2017-2018 Budget Amendment Decision Card

Department:	Public Works
Division:	Admin & Engineering
Director:	William Appleton
Item:	Sound Transit Project Staffing (3-year limited term position, range 49)
BARS#:	102.000.11.544. series
Amount of Request:	\$160,027 Staff; \$2,500 Computer & Equipment; \$2,000 Misc

Description of Request (include detail of total funding request):

A 3-year term limited position, plus office supplies, for the next phase of the Sound Transit Project (Federal Way extension). This position will be paid for out of the Street Fund (102), and all time spent working on the ST project by City staff will be reimbursed by Sound Transit per agreement. This funding approach is based on the previous Angle Lake Station project completed in 2016.

Justification for Request:

The City and Sound Transit have entered into a services agreement that identifies not less than \$1,000,000 worth of task orders for services that will be requested by ST from the City over the next 5-6 years. The City is already responsible to complete this work to insure the proposed project is completed properly and that any impacts to our community/infrastructure is minimized and appropriate mitigations are addressed. The proposed LTE position will allow a redistribution of workload within Public Works to enable City staff to give ST task orders priority as they come in over the next 3-years. Any time that may be spent on non-ST related work (during slow periods) will be charged to the appropriate public works fund for which the work has been performed (and is not reimbursable). Additional LTEs and budget adjustments are anticipated as ST work task orders increase during the next few Biennial Budgets.

What alternatives exist to accomplish the work if funding is not approved (i.e.. reallocation of resources)?

There is no practical alternative. The purpose of the funding agreement with Sound Transit is to secure funding for staff position(s) and staff time sufficient to complete the ST work in a timely manner without interfering with the City's other customers. ST is paying directly for expedited service and attention, rather than waiting in a first-come/first-serve queue. Any developer could purchase a similar priority through a similar services agreement.

What City Goal is addressed with this expenditure?

The City Operations Goal indicates that we should "Continuously improve the efficiency and effectiveness of city government". In addition, the Revenue and Development Goal states that we should "Steward the City's financial resources and promote economic development to ensure sustainability and future growth".

Funding Source(s):	Identify Specific Funding Source	2017 Request	2018 Request
Current Operations:			
Ending Fund Balance:		\$41,798	\$118,229
Grant (Specify):			
Other (Specify):	Sound Transit Reimbursement	-\$41,798	-\$118,229
TOTAL		\$0	\$0

City of SeaTac 2017-2018 Budget Amendment Decision Card

Department: City Manager
Division:
Director: Joseph Scorcio
Item: Professional Services - City gateway/entrances analysis
BARS#: 105.000.03.576.10.41.000
Amount of Request: \$50,000

Description of Request (include detail of total funding request):

A professional services contract for an analysis of options regarding the gateways/entranceways to the City, including but not limited to signage, wayfinding, community and neighborhood identifiers, corridor beautification, etc. The intent of the analysis to identify opportunities for the City (and any community partners) to consider to provide an enhanced community identity, better directional guidance and sense of place to both the millions of annual visitors to the City and to the local residents. The initial analysis would also include identification of one or more pilot projects (with cost estimates) that could be undertaken to implement the selected option(s).

Justification for Request:

This current proposal evolved from discussions and recommendation from the Airport Advisory Committee, but echoes prior suggestions and proposals from Councilmembers, other advisory groups and the public. On May 25, 2017, the Council directed City staff to prepare a decision card seeking the additional funding in 2017.

What alternatives exist to accomplish the work if funding is not approved (ie. reallocation of resources)?

Staff and Council would continue to respond to issues and ideas in an ad hoc manner, but there would be no common response, approach and result. Lacking coordination, City and community efforts would not be as effective; it would be harder to secure grant and foundation funding (private & non-profit); and design, installation and ongoing maintenance costs would likely be higher.

What City Goal is addressed with this expenditure?

The City's Mission Statement includes efforts to create a clean and healthy city; improve community safety and services; and finally, support the growth and development of our community. While all of the goals support the Mission, the Infrastructure Investment goal most directly supports this effort while seeking to improve the community by making capital investments. The options for City's gateways/entrances will ultimately involve capital investments and infrastructure improvements.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	105 Available Fund Balance = \$900,000	\$50,000	
Grant (Specify):			
Other (Specify):			
TOTAL		\$50,000	\$0

City of SeaTac 2017-2018 Budget Amendment Decision Card

Department: Parks, Community Programs & Services
Division: Facilities
Director: Lawrence Ellis
Item: City Hall Security and Access Improvements
BARS#: 306.000.
Amount of Request: \$125,000

Description of Request (include detail of total funding request):

Physical changes are needed to City Hall for improved customer service, better public access, and general building security. The one-time improvements will affect both first and third floors. The first and third floor lobby areas will be updated and provided with significantly better signage to help customers locate departments easier. The Riverton Room will be expanded to accommodate larger meetings and modified to have two access points. The Court Administration lobby will be relocated adjacent to the Police lobby for better customer service and improved visibility in one consolidated (larger) lobby. The changes will also accommodate the space needed for the new probation staff. The third floor lobby reception area will be opened for better public access and an interior door will be added for better security. A series of related smaller improvements to the Permit Center lobby will further support better public access to, and service from, all third floor departments.

Justification for Request:

A multi-department team was convened to review public access, building functionality, staff security concerns and other awareness issues. The City Hall staff committee developed and prioritized a list of first and third floor improvements that would provide for better public access, easier access to key destinations (fewer lost customers), co-located services/common lobbies (fewer dead-end hallways), and improved staff and public safety. Much of the City Hall floor layout existed when the City obtained the building and have not been changed even though safety, access, and workplace needs have been changing.

What alternatives exist to accomplish the work if funding is not approved (i.e.. reallocation of resources)?

The layout of City Hall, on the first and third floors, provides unnecessarily complicated access to the public, is wasteful of valuable floor area, has isolated dead-end spaces, and lacks good internal visibility. These proposed changes are the minimal physical changes recommended to improve the functionality of City Hall, provide adequate public access and better protect staff.

What City Goal is addressed with this expenditure?

Most of the City goals are addressed by this one-time expenditure, including: the City Operations Goal to "Continuously improve the efficiency and effectiveness of city government", the Revenue and Development Goal to "Steward the City's financial resources", the Accountability Goal to "Improve public safety".

Funding Source(s):	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	306 Available Fund Balance = \$1,209,623	\$125,000	
Grant (Specify):			
Other (Specify):			
TOTAL		\$125,000	\$0

City of SeaTac

2017-2018 Budget
Amendment
June 22, 2017



Beginning Fund Balance Budget to Actual - General Fund

Category	2017-2018 Budget	Increase/ Decision Cards	2017-2018 Amendment
Beg. Fund Bal.	\$16,317,380	\$1,154,288	\$17,471,668
Revenue	72,975,345	65,412	73,404,757
Expenditures	73,067,091	230,624	73,297,715
Ending Fund Bal.	\$16,225,633	\$989,076	\$17,214,709
4 Month Reserve	12,304,264		12,530,134
Amount in Excess of Reserve	\$3,921,370		\$4,864,575

Decision Cards:

Human Services Needs Assessment
Community Center Janitorial Services
Real Property Management Specialist

Beginning Fund Balance Budget to Actual - Street Fund (102)

Category	2017-2018 Budget	Increase/ Decision Cards	2017-2018 Amendment
Beg. Fund Bal.	\$10,796,551	\$380,008	\$11,176,559
Revenue	17,548,369	160,027	17,708,396
Expenditures	15,095,112	333,993	15,429,105
Ending Fund Bal.	\$13,249,808	\$206,042	\$13,455,850

Decision Cards:

Real Property Management Specialist 25% of FTE
 2 Vehicles & Replacement Reserve
 Finalization of 160th St Study
 Telephones
 Sound Transit Project Staffing

Beginning Fund Balance Budget to Actual - Port ILA Fund (105)

Category	2017-2018 Budget	Increase/ Decision Cards	2017-2018 Amendment
Beg. Fund Bal.	\$1,265,579	\$4,744	\$1,270,323
Revenue	5,000	0	5,000
Expenditures	445,470	50,000	495,470
Ending Fund Bal.	\$825,109	(\$45,256)	\$779,853

Decision Cards:
Gateway/Entrances Analysis

Beginning Fund Balance Budget to Actual Municipal Facilities Fund (306)

Category	2017-2018 Budget	Increase/ Decision Cards	2017-2018 Amendment
Beg. Fund Bal.	\$1,362,345	\$2,173	\$1,364,518
Revenue	5,200	0	5,200
Expenditures	157,495	125,000	282,495
Ending Fund Bal.	\$1,210,050	(\$122,827)	\$1,087,223

Decision Cards:
City Hall Security & Access Improvements

Beginning Fund Balance Budget to Actual - SWM Fund (403)

Category	2017-2018 Budget	2017-2018 Increase	2017-2018 Amendment
Beg. Fund Bal.	\$3,764,601	(\$410,185)	\$3,354,416
Revenue	6,080,964	0	6,080,964
Expenditures	6,124,501	32,706	6,157,207
Ending Fund Bal.	\$3,721,064	(\$442,891)	\$3,278,173

Decision Cards:

Real Property Management Specialist 25%

Questions

