

Current Vacancies

August 3, 2017



Vacancy	AFSCME	Position Funding	Dept	Notes/Status
Economic Development Strategist	N	100% Hotel/Motel Tax Fund	CED	Reposted Externally Following First Round Interviews
Real Property Management Specialist	N	100% General Fund	CMO	Screening Applicants
Municipal Court Judge	N	100% General Fund	CMO	Posted Externally
Limited Term GIS Analyst	Y	100% General Fund	FIN	First Round Interviews Scheduled 8.10.17
Limited Term Engineering CAD Technician	Y	Sound Transit	PW	Posted Internally
GIS Systems Analyst	Y	100% General Fund	FIN	First Round Interviews Scheduled 8.9.17
Accounting Analyst	N	100% General Fund	FIN	Hold Pending Vacancy & PVRB
Accounting Technician	Y	100% General Fund	FIN	PVRB Approved, Internal Posting Pending
Civil Paralegal/Legal Assistant	N	100% General Fund	LGL	Hold Pending Hire of Legal Analyst & Analysis of Needs
Records Coordinator	Y	100% General Fund	LGL	Offer Extended

Fund Key

102 Fund = Street

307 Fund = Public Works Engineering/Transportation CIP

403 Fund = Surface Water Management



Administration and Finance Committee Minutes

July 6, 2017
3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:03 P.M.
			Adjourn:	4:07 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Review of June 1 & June 22, 2017 Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the June 1 & June 22, 2017 minutes were provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i></p>
3. Vacant Positions Update	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, informed the committee of the status of vacant positions within the City. The position of Graphics Design Specialist has been offered to a candidate and the City is waiting for confirmation. Also the recruitment for the Municipal Judge will open soon with a closing date in August. The current incumbent will retain her position until the end of October this year.</i></p>
4. Council/City Manger Travel Pre-Approval or Final Approval	<p><u> X </u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, presented three items for A&F approval related to council travel. The committee voted on each item separately.</i></p> <ol style="list-style-type: none"> <i>1. Expense approval for Kathryn Campbell AWC Annual Conference Amount: \$914.38 The committee voted to approve.</i> <i>2. Travel pre-approval for Kathryn Campbell</i>

	<p><i>NCL City Summit Amount: \$2,810 The committee voted to approve.</i></p> <p>3. <i>Travel pre-approval for Peter Kwon NCL City Summit Amount: \$2,810 Councilmember Kwon abstained from voting. Council members Erin Sitterley and Pam Fernald voted to approve.</i></p>
<p>5. New Item: Change Order Approval</p>	<p><u> X </u> Recommended for Approval</p> <p><i>A new item was introduced to the A&F agenda. Parks and Recreation Director, Larry Ellis, addressed the committee with a change order approval request regarding the construction at Riverton Heights Park. He looked for the committee's approval to increase the contract with Nordvind Company by \$48,527.94 allowing the company to increase the pathway around the park. The new total will still come in below the approved grant amount of \$332,000. The committee discussed other improvements that could be made to the park using the remaining grant money. Staff assured the council members that after the initial construction is complete, staff will use remaining grant funds to add additional features to park. More updates will be given in the future. The committee voted to recommend approval of the change order. This item will be on the July 25th City Council Study Session.</i></p>
<p>6. Benefit Provider Payment Process Change</p>	<p><u> X </u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, informed the committee of a new payment process that the City will be using to pay the benefits provider for the City. This change is in response to the City switching from Association of Washington Cities (AWC) to Employees Health Coalition (EHC) for employee benefits. Due to the way EHC handles its billing, the current process of paying the vendor directly through Payroll is not feasible. Therefore, the Finance Department was required to reevaluate and determine how best to get payment to this new vendor. A handout was provided which details the proposed payment processing flow chart, involving several departments and ultimately allowing Accounts Payable to process the payment. This change was brought to the committee's attention due to the fact that council will now see this bill in the Accounts Payable vouchers instead of the payroll vouchers for approval. The committee asked that staff members involved with this new process document their time spent in order to see how this change is affecting overhead costs. The committee will be given an update in the future.</i></p>
<p>7. Cash Out/Termination Compensation</p>	<p><u> X </u> Informational Update</p> <p><i>Finance Director, Gwen Pilo, asked for direction from the committee</i></p>

<p>Budget Policy</p>	<p><i>regarding the development of a budget policy to address retirement cash outs not currently accounted for in the City's budget. Gwen explained that when an employee leaves or retires from the City, the expense of sick leave and vacation cash outs can be quite large and may even exceed a department's budget. She suggested creating budget policy that would address this issue at the development of the City's biennium budget. The committee discussed options. Staff suggested funding any anticipated retirements in either the HR budget as a separate line item, or in each department's budget as a separate line item. These funds would be reserved strictly for any cash out/termination compensation. The committee was in favor of making this an HR expense. Staff will develop a budget policy and bring it back to the committee with the 2019-2020 Budget Policy discussion.</i></p>
<p>8. Future Meeting Schedule/Topics</p>	<p><i>The July 20th A&F Meeting has been cancelled. The next A&F Meeting will be held on August 3rd at 3:00pm in Riverton Room 128. Topics will include: Council Post Conference/Trip Report, Performance Measures/Report Card for HS Contracts, and a Business License Update.</i></p>

Pre-approval or final approval of City Council and City Manager travel related expenses

Expense Approval:

NLC City Summit
Charlotte, NC
Nov 15-18, 2017

The City Council 2017 budget includes attendance of **four** councilmembers. Below is the *estimated budget amount* for this conference.

Name: Kathryn Campbell	A&F Approval Date: Jul 6	A&F Approval Date: Aug 3
Lodging	1125	
Meals	300	
Transportation	750	
Registration \$545 by Jun 30	635	545
Total	\$2810	545

A&F Chair Signature: _____

Name: Peter Kwon	A&F Approval Date: Jul 6	A&F Approval Date: Aug 3
Lodging	1125	
Meals	300	
Transportation	750	
Registration \$545 by Jun 30	635	545
Total	\$2810	545

A&F Chair Signature: _____



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Pat McCarthy

Pat McCarthy
State Auditor

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Entrance Conference: City of SeaTac

About our Office

The Washington State Auditor's Office's vision is government that works for citizens. Our goal is for government that works better, costs less and earns greater public trust.

The purpose of this meeting is to share our planned audit scope so that we are focused in the most significant areas. We value and appreciate your input.

Audit Scope

Based on our preliminary planning, we will perform the following audit:

- **Accountability audit** for the fiscal year 2017

We will assess for the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas:

- Financial condition
- Open public meetings
- Additional areas to be determined

- **Financial statement audit** for the fiscal year 2017

The purpose of our financial statement audit will be to provide an opinion on whether your financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework. The audit does not attempt to confirm the accuracy of every amount, but does search for errors large enough to affect the conclusions and decisions of a financial statement user.

Engagement Letter

We have provided an engagement letter which documents both of our responsibilities for conducting and performing the audit. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

Levels of Reporting

Findings

Findings formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse with a less-than-material effect on the financial statements or other issues with significance to the audit objectives. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items address control deficiencies or non-compliance with laws or regulations that have an insignificant or immaterial effect, or errors with an immaterial effect on the financial statements. These issues are informally communicated to management.

Other Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

Audit Costs

The cost of the audit is estimated to be approximately \$67,900, plus estimated charges for travel time of \$4,000, and travel costs,

Expected Communications

During the course of the audit, we will communicate with Gwen Pilo, Finance Director on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Gwen Pilo, Finance Director to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

Audit Survey

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide us feedback.

Loss Reporting

Local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website at <http://portal.sao.wa.gov/saoportal/public.aspx/LossReport>.

Available Resources

The Washington State Auditor's Office also has many resources available throughout the year.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

Local Government Performance Center

The Performance Center is a resource for local governments that need to solve problems, reduce costs, and improve the value of their services to citizens. The Center offers training and tools to help local governments improve performance and effectiveness.

Audit Team Qualifications

Kelly Collins, CPA, Director of Local Audit – Kelly has been with the Washington State Auditor’s Office since 1992. In her role she oversees the audit teams which perform the audits for over 2,200 local governments. She serves on the Washington Finance Officers Association Board and is a member of the Washington Society of Certified Public Accountants’ Government Auditing and Accounting Committee.

Mark Rapozo, CPA, Assistant Director of Local Audit – Mark has been with the Washington State Auditor’s Office since 1983. In his role as Assistant Director he assists with the statewide oversight and management of all the audits for local government. He also served as the chairman of the Local Records Committee of the Washington State Archives for 10 years.

Saundra Groshong, Audit Manager – Saundra has been with the Washington State Auditor’s Office since 2000. In her role she oversees Team South King County which performs the audits for over 85 state and local governments. She has also worked on three teams covering various audits throughout King, Pierce, and Thurston Counties.

Brandon Tecca, Assistant Audit Manager / Audit Lead– Brandon has been with the Washington State Auditor’s Office since 2013. During his time with the Office Brandon has been part of the South King County and Tacoma Teams covering local governments throughout King and Pierce Counties.

DRAFT QUESTIONS

City Manager Residency Preferences

Please rank the following in order of preference from 1-5, where 1 is most preferred and 5 is least preferred:

- City Manager lives within SeaTac City Limits
- City Manager lives within the Highline School District
- City Manager lives in South King County
- City Manager lives in King County
- City Manager residency is not relevant

City Manager Professional Experience Preferences

Please rank the following in order of preference from 1-7, where 1 is most preferred and 7 is least preferred:

- City Manager has experience working in public government agencies
- City Manager has municipal (City) experience
- City Manager has private sector (non-government) business experience
- City Manager has prior experience as a City Manager
- City Manager has experience managing a diverse workforce
- City Manager has experience working in a diverse community
- City Manager has experience managing a similar size or larger organization

City Manager Characteristic and Values

Please rank the following in order of preference from 1-7, where 1 is most preferred and 7 is least preferred:

- City Manager is honest and ethical
- City Manager is an excellent problem solver
- City Manager is a dynamic speaker
- City Manager motivates and brings people together
- City Manager establishes goals and works with City Council to achieve goals
- City Manager is aggressive in pursuit of City Council goals
- City Manager is thoughtful in pursuit of City Council goals

REVENUE STOPLIGHT CHART

BUDGETED REVENUE BY CATEGORY (NO TRANSFERS)

Actuals thru June 30, 2017

<u>2016</u> <u>ACTUAL</u>	<u>Revenue Description</u>	<u>Annual</u> <u>BUDGET</u>	<u>Year-to-Date</u> <u>ACTUAL</u>	<u>Percent</u> <u>collected</u>	<u>Year-End</u> <u>Estimate</u>	<u>BGT - Est.</u> <u>Variance</u>	
\$14,430,895	Property Tax - Regular Levy	\$14,800,000	\$8,189,129	55%	\$15,600,000	\$800,000	●
\$12,148,960	Sales & Use Tax (operating)	\$11,352,000	\$3,877,056	34%	\$11,352,000	\$0	●
\$716,519	Utility Taxes	\$0	\$0	*	\$0	\$0	
\$7,234,583	Parking Tax (#102)	\$7,956,704	\$3,446,040	43%	\$7,956,704	\$0	●
\$2,369,919	Leasehold Excise Tax	\$1,700,000	\$452,478	27%	\$1,700,000	\$0	●
\$2,703,563	Stormwater Fees (#403)	\$2,839,605	\$1,373,133	48%	\$2,839,605	\$0	●
\$1,068,179	Long Term Leases (CH & SeaTac Ctr - #108)	\$1,091,140	\$585,940	54%	\$1,091,140	\$0	●
\$967,674	Permits & Plan Review (building, electrical, etc.)	\$1,628,421	\$1,103,121	68%	\$1,628,421	\$0	●
\$0	Engineering Plan Review	\$261,400	\$153,273	59%	\$261,400	\$0	●
\$1,357,516	Hotel/Motel Special Revenue Tax (#107 & #206)	\$1,453,700	\$646,464	44%	\$1,453,700	\$0	●
\$758,252	Sales & Use Tax (criminal justice)	\$650,000	\$236,961	36%	\$650,000	\$0	●
\$652,662	Gambling Tax	\$650,000	\$154,489	24%	\$650,000	\$0	●
\$620,799	Motor Vehicle Tax - City Streets (#102)	\$590,000	\$190,565	32%	\$590,000	\$0	●
\$802,682	Franchise Fees	\$459,375	\$192,146	42%	\$459,375	\$0	●
\$45,832,203	Subtotal: Top Operating Revenues	\$45,432,345	\$20,600,795	45%	\$46,232,345	\$800,000	●
\$389,458	Sales & Use Tax (construction)	\$650,000	\$112,679	17%	\$650,000	\$0	●
\$1,248,328	Real Estate Excise Tax - #1 & #2	\$620,000	\$657,811	106%	\$1,000,000	\$380,000	●
\$272,264	Valley Ridge Park Turf Field Fees	\$240,000	\$94,254	39%	\$240,000	\$0	●
\$244,203	GMA Traffic Impact Fees	\$60,000	\$88,384	147%	\$88,384	\$28,384	●
\$2,154,253	Subtotal: Top Capital Recurring Revenues	\$1,570,000	\$953,127	61%	\$1,978,384	\$408,384	●
\$11,417,289	Other 15% of Revenues (NO Transfers)	\$15,162,484	\$3,796,865	25%	\$15,162,484	\$0	●
\$59,403,745	TOTAL REVENUES	\$62,164,829	\$25,350,787	41%	\$63,373,213	\$1,208,384	●

LEGEND:



Green = Annual Performance is within (or better than) expectations set in the budget



Yellow = Annual performance indicates this may become an area of concern in the future



Red = Annual Performance in this area is a cause for concern

REVENUE STOPLIGHT CHART

Notes

Property Taxes: Property Taxes are due in April and October. Year-end Estimate updated with Tax levy increase due to increased valuation.

State Collected Tax Revenues: There is a two-month lag in the collection and remittance of certain revenues collected by the State. For example, sales tax remitted to the city in May and June is for business activities that occurred in March and April respectively. Revenues impacted by this delay are Sales Tax, Criminal Justice Sales Tax, Motor Vehicle Tax and Hotel/Motel Tax.

Leasehold & Gambling Taxes: These taxes are remitted to the State quarterly. First payment recorded in June.

Franchise Fees: The collection of Franchise Fees vary from monthly to quarterly, depending on the contract.

Capital Revenues: Delays in Port of Seattle construction projects have lead to lower construction sales tax revenues.

GMA Traffic Impact Fees: Development in the first quarter of 2017 has exceeded expectation coupled with fewer trips being vested than anticipated.

EXPENDITURE STOPLIGHT CHART

BUDGETED EXPENSE BY COST CATEGORY (NO TRANSFERS)

Actuals thru June 30, 2017

2016 <u>ACTUAL</u>	<u>Expense Category</u>	Annual <u>BUDGET</u>	Year-to-Date <u>ACTUAL</u>	Percent <u>Expended</u>	Year-End <u>Estimate</u>	BGT - Est. <u>Variance</u>	
\$ 12,699,037	PERSONNEL	\$ 14,416,464	\$ 6,298,594	44%	\$ 14,416,464	\$0	●
\$ 566,050	SUPPLIES	\$ 740,750	\$ 248,957	34%	\$ 740,750	\$0	●
\$ 6,416,179	SERVICES & CHARGES	\$ 7,866,866	\$ 3,305,101	42%	\$ 7,866,866	\$0	●
\$ 1,421,729	INTERGOVERNMENTAL	\$ 2,084,928	\$ 776,263	37%	\$ 2,084,928	\$0	●
\$ 9,352,588	POLICE- Base ILA with King Co.	\$ 9,950,082	\$ 3,812,841	38%	\$ 9,950,082	\$0	●
\$ 10,001,462	FIRE/EMS- ILA with Kent RFA	\$ 9,990,257	\$ 2,349,263	24%	\$ 9,990,257	\$0	●
\$ 14,082,883	CAPITAL	\$ 17,581,476	\$ 3,660,899	21%	\$ 17,581,476	\$0	●
\$ 343,500	DEBT SERVICE	\$ 556,359	\$ 13,000	2%	\$ 346,000	(\$210,359)	●
\$ 54,883,428	TOTAL EXPENSES	\$ 63,187,182	\$ 20,464,918	32%	\$ 62,976,823	(\$210,359)	●

YTD Target: 50%

LEGEND:

- Green = Annual Performance is within (or better than) expectations set in the budget
- Yellow = Annual performance indicates this may become an area of concern in the future
- Red = Annual Performance in this area is a cause for concern

Notes

General Fund: 55% of the total General Fund budget is allocated to contracted police and fire services; 29% is allocated to Personnel.

Fire Contract: Billed Quarterly

Police Contract: King County "trues up" 2016 contract costs in the first quarter of 2017. A reconciling bill is provided in May for the first 4 months of 2017 and any credit or additional cost owed from 2016.

Debt Service: SCORE Bond debt service for 2017 was paid from SCORE contract revenue.

City of SeaTac
Summary of Expenditures by Fund and Department
Budget to Expense Comparison
Month Ending June 30, 2017

GENERAL FUND			Quarterly	YTD Actual	YTD %	
Department	Section	2017 Budget	Actual	Expended	Expended	
City Council		\$ 369,523	\$ 59,579	\$ 157,614	43%	●
Municipal Court		\$ 945,849	\$ 178,582	\$ 354,134	37%	●
City Manager		\$ 872,407	\$ 194,077	\$ 320,365	37%	●
Finance & Systems		\$ 1,924,956	\$ 329,581	\$ 801,243	42%	●
City Clerk		\$ 662,942	\$ 105,331	\$ 215,247	32%	●
Legal Services		\$ 1,279,571	\$ 265,439	\$ 558,032	44%	●
Human Resources		\$ 751,563	\$ 95,636	\$ 545,277	73%	●
Police Services		\$ 11,727,441	\$ 4,262,070	\$ 4,620,080	39%	●
Fire Services		\$ 10,137,339	\$ 8,859	\$ 2,367,915	23%	●
	<i>Central Facilities</i>	\$ 809,375	\$ 183,694	\$ 388,328	48%	●
	<i>Fire Stations (3)</i>	\$ 87,240	\$ 19,491	\$ 32,832	38%	●
	<i>Maintenance Facility</i>	\$ 52,842	\$ 14,091	\$ 29,421	56%	●
	<i>Human Services</i>	\$ 718,884	\$ 173,161	\$ 334,910	47%	●
	<i>Park, CP & Admin</i>	\$ 272,989	\$ 66,821	\$ 137,569	50%	●
	<i>Rec. Svcs/Classes</i>	\$ 854,501	\$ 154,795	\$ 336,861	39%	●
	<i>Rec Prgms/Camps</i>	\$ 725,154	\$ 200,337	\$ 374,584	52%	●
	<i>Comm Ctr. Facility</i>	\$ 106,105	\$ 26,791	\$ 65,097	61%	●
	<i>Parks Maintenance</i>	\$ 1,358,866	\$ 314,221	\$ 646,607	48%	●
Parks, CS & Fac. Total		\$ 4,985,956	\$ 1,153,402	\$ 2,346,208	47%	●
	<i>Planning</i>	\$ 766,360	\$ 170,303	\$ 331,747	43%	●
	<i>Building</i>	\$ 1,112,976	\$ 232,812	\$ 465,513	42%	●
	<i>Engineering Review</i>	\$ 247,053	\$ 4,502	\$ 37,551	15%	●
	<i>Economic Dvlpmnt</i>	\$ 17,803	\$ -	\$ 3,600	20%	●
	<i>Code Compliance</i>	\$ 352,560	\$ 67,817	\$ 135,241	38%	●
Comm & Econ Devm't Total		\$ 2,496,752	\$ 475,434	\$ 973,651	39%	●
TOTAL GENERAL FUND		\$ 36,154,299	\$ 7,127,992	\$ 13,259,766	37%	●
OTHER FUNDS			Quartely	YTD Actual	YTD %	
Fund Name		2017 Budget	Actual	Expended	Expended	
102 Street Fund		\$ 6,677,959	\$ 1,362,845	\$ 2,591,518	39%	●
105 Port of Seattle ILA		\$ 372,735	\$ 7,886	\$ 10,460	3%	●
106 Transit Planning		\$ 184,315	\$ 73	\$ 183	0%	●
107 Hotel/Motel Tax		\$ 1,161,887	\$ 248,531	\$ 513,047	44%	●
108 Building Mgmt		\$ 729,086	\$ 214,713	\$ 415,990	57%	●
110 Facility Repair/Repl.		\$ 276,876	\$ -	\$ -	*	●
111 DC Basin ILA		\$ 315,808	\$ 7,673	\$ 11,807	4%	●
206 2009 LTGO Refunding		\$ 346,000	\$ 13,000	\$ 13,000	4%	●
207 2009 Score Bonds		\$ 210,359	\$ -	\$ -	*	●
301 Gen Gov't CIP		\$ 4,042,019	\$ 318,375	\$ 352,098	9%	●
306 Muni. Facilities		\$ 157,495	\$ -	\$ 2,469	2%	●
307 Transportation CIP		\$ 11,859,541	\$ 2,080,152	\$ 3,644,563	31%	●
308 Light Rail Area CIP		\$ 1,250,000	\$ 5,500	\$ 5,658	0%	●
403 Surface Wtr Mgt		\$ 3,047,412	\$ 545,793	\$ 1,032,943	34%	●
404 Solid Waste & Env		\$ 271,079	\$ 58,302	\$ 108,746	40%	●
501 Equipment Rental		\$ 894,398	\$ 176,576	\$ 224,564	25%	●
SUBTOTAL OTHER FUNDS		\$ 31,796,969	\$ 5,039,417	\$ 8,927,045	28%	●
ALL FUNDS - EXPENDITURE TOTAL		\$ 67,951,268	\$ 12,167,409	\$ 22,186,812	33%	●

YTD Target: 50%

City of SeaTac
Summary of Expenditures by Fund and Department
Budget to Expense Comparison
Month Ending June 30, 2017

Notes

Human Resources: The variance is due to the increase in property/liability premiums resulting from Travelers electing not to renew the City's policies. The combined property and liability budget appropriated out of HR (General Fund) for 2017 was set at \$184,967. The actual YTD premium expenditures are \$308,203.51. This unexpected, unbudgeted increase in premiums of ~167% accounts for the budget variance. It is anticipated savings throughout the general fund will absorb the overage. The 2018 HR budget will be amended to reflect the increase in property and liability premiums.

Parks Facilities: The facility costs are higher than anticipated due to utility costs and the lower temperatures experienced for a longer period of time.

Hotel Motel Fund: The website redevelopment contract has been completed and was paid in full.

Building Management: Janitorial and utilities running higher than anticipated.

City of SeaTac
Salaries & Benefits
Summary by Fund and Department
Month Ending June 30, 2017

GENERAL FUND		2017 Budget	Quarterly Actual	YTD Actual Expended	YTD % Expended
Department	Section				
City Council		\$ 220,649	\$ 55,304	\$ 110,607	50%
Municipal Court		\$ 824,138	\$ 165,248	\$ 322,552	39%
City Manager		\$ 585,267	\$ 149,476	\$ 263,295	45%
	<i>Finance Administration</i>	\$ 816,271	\$ 174,269	\$ 334,678	41%
	<i>Systems/GIS</i>	\$ 688,371	\$ 118,789	\$ 237,591	35%
Finance & Systems Total		\$ 1,504,642	\$ 293,057	\$ 572,270	38%
City Clerk		\$ 433,872	\$ 86,620	\$ 172,780	40%
Legal Services		\$ 1,165,996	\$ 222,180	\$ 478,910	41%
Human Resources		\$ 378,755	\$ 92,736	\$ 183,752	49%
Police Services		\$ 85,904	\$ 21,254	\$ 42,492	49%
Fire Service - LEOFF 1		\$ 70,850	\$ 8,578	\$ 17,275	24%
	<i>Central Facilities</i>	\$ 449,539	\$ 101,422	\$ 202,937	45%
	<i>Human Services</i>	\$ 129,754	\$ 32,149	\$ 64,294	50%
	<i>Park & Rec Admin.</i>	\$ 261,097	\$ 64,970	\$ 134,223	51%
	<i>Rec. Svcs/events</i>	\$ 997,120	\$ 234,615	\$ 457,539	46%
	<i>Comm Ctr. Facility</i>	\$ 173,176	\$ 35,013	\$ 72,135	42%
	<i>Parks Maintenance</i>	\$ 743,197	\$ 213,596	\$ 408,964	55%
Parks, CS & Facilities Total		\$ 2,753,883	\$ 681,765	\$ 1,340,092	49%
	<i>Planning</i>	\$ 714,972	\$ 164,889	\$ 319,564	45%
	<i>Building</i>	\$ 988,835	\$ 228,442	\$ 453,791	46%
	<i>CED/Engr. Review</i>	\$ 82,105	\$ 3,126	\$ 29,558	36%
	<i>Code Compliance</i>	\$ 287,373	\$ 65,570	\$ 130,374	45%
Comm & Econ Devm't Total		\$ 2,073,285	\$ 462,027	\$ 933,287	45%
TOTAL GENERAL FUND		\$ 10,097,241	\$ 2,238,246	\$ 4,437,313	44%
OTHER FUNDS	Fund Name	2017 Budget	Quarterly Actual	YTD Actual Expended	YTD % Expended
	102 Street Fund	\$ 1,359,749	\$ 387,627	\$ 650,480	48%
	106 Transit Planning Fund	\$ 184,315	\$ -	\$ -	0%
	107 Hotel/Motel Tax Fund	\$ 272,037	\$ 21,811	\$ 76,749	28%
	307 Transportation CIP Fund	\$ 852,141	\$ 235,636	\$ 438,490	51%
	403 Surface Water Mgt.	\$ 1,443,391	\$ 309,902	\$ 593,243	41%
	404 Solid Waste & Environ	\$ 157,114	\$ 38,749	\$ 77,673	49%
	501 Equipment Rental Fund	\$ 48,984	\$ 12,086	\$ 24,585	50%
SUBTOTAL OTHER FUNDS		\$ 4,317,731	\$ 1,005,811	\$ 1,861,220	43%
ALL FUNDS TOTAL		\$ 14,414,972	\$ 3,244,057	\$ 6,298,533	44%

YTD Target:

50%