



Administration and Finance Committee Minutes

September 21, 2017
3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:05 P.M.
			Adjourn:	4:20 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Mayor Michael Siefkes

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>None</i>
2. Vacant Positions Update	<p><u>X</u> Informational Update</p> <p><i>City Manager, Joe Scorcio, provided the committee with a handout detailing the timeline for the recruitment of a new City Manger. The target hire date is June 2018. Also provided was a handout updating the committee on the status of hiring a new Municipal Court Judge. Applications have been received and interview panels have been created. First round of interviews are scheduled for September 29th. More updates will be given in the future.</i></p>
3. Review of the 9/7/2017 Minutes	<p><u>X</u> Recommended for Approval</p> <p><i>A copy of the September 7, 2017 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i></p>
4. Council/City Manger Travel Pre-Approval or Final Approval	<i>No approvals at this time</i>
5. South Side Regional Tourism Authority	<p><u>X</u> Recommended for Approval</p> <p><i>Community and Economic Development Director, Jeff Robinson,</i></p>

<p>2018 Budget</p>	<p><i>provided the committee with an agenda bill of the proposed budget by Seattle Southside Regional Tourism Authority (RTA). This budget is developed by the RTA Board and has no financial impact on the City's overall budget or balance sheet. The City's role is to only oversee the adoption of the budget. The committee recommended this item for approval. It will be brought to the full council at the next City Council meeting.</i></p>
<p>6. Public Records Requests</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Records Manager, Zenetta Young, presented to the committee an overview of the public records request process. The slides detailed some statistics to date of requests received, and also showed examples of some improvements the City could make to its website to allow for electronic accessing of records. The current software the City uses allows the City to grant access online to past records requests. The committee was in favor of making more records accessible online, promoting transparency and lessening the workload for City staff.</i></p>
<p>7. Preliminary Decision Cards</p>	<p><u> X </u> Informational Update</p> <p><i>City Manager, Joe Scorcio, along with Finance & Systems Director, Gwen Pilo, presented the committee with a draft list of decision cards that will be presented as part of the 2017-2018 Mid-Biennium Review. These decision cards will be discussed in length at the October 5th meeting.</i></p>
<p>8. Future Meeting Schedule/Topics</p>	<p><i>The next A&F Meeting will be held on October 5th at 3:00 pm in Riverton Room 128. This meeting will discuss the 2017-2018 Mid-Biennium Review decision cards.</i></p>

CITY OF SEATAC, WASHINGTON
2017-2018 BUDGET

DECISION CARDS for consideration
2017-2018 Mid-Biennium Review

Dept Request	Description	2017-2018 Expenses		
		Total	One-Time	Ongoing
GENERAL FUND (001)				
City Council	SCA and AWC Annual Dues Increases	\$ 2,304	-	2,304
		-	-	-
CMO	Assessment of Police & Fire Contracted Services	150,000	150,000	-
	City Manager Transition - 4 Month Salary Overlap	79,795	79,795	-
Finance/IS/ GIS	Transfer and Dissolve Facility Repair & Replacement Fund <i>Transfer from 110 Fund</i>	153,497 (153,497)	153,497 (153,497)	-
	A/V Equipment Maintenance Increase	8,620	-	8,620
		-	-	-
Legal	King County Voter Registration Fee	14,600	14,600	-
HR	Class & Comp Study Impacts/Payroll Adjustments	-	-	-
	Property and Liability Insurance Premiums Increase	175,000	-	175,000
	Property and Liability Insurance Deductibles Increase (portion)	200,000	-	200,000
Police	SCORE Jail Contract Increase	271,274	-	271,274
	Two Additional Police Officers - COPS Hiring Grant	374,504	-	374,504
	<i>Reimbursement from COPS Hiring Grant</i>	(133,652)		(133,652)
	Additional Police Overtime Cost	75,000	75,000	-
	Regional Animal Services of King County Increase	13,625	-	13,625
PCPS	LED Lights for SeaTac Community Center Parking Lot	17,000	17,000	-
	<i>Reimbursement from Puget Sound Energy</i>	(3,100)	(3,100)	
	Special Events at Riverton Heights Park	12,000	-	12,000
	Arts Master Plan Development	25,000	25,000	-
	Ballistics Panels for Council Chambers & Court Room	7,500	7,500	-
CED	Replace Two Inspector Vehicles (portion)	40,639	40,639	-
	General Fund Decision Cards	\$ 1,330,109	\$ 406,434	\$ 923,675

CITY OF SEATAC, WASHINGTON
2017-2018 BUDGET

DECISION CARDS for consideration
2017-2018 Mid-Biennium Review

Dept Request	Description	2017-2018 Expenses		
		Total	One-Time	Ongoing
STREET FUND (102)				
CED	Additional Engineering Review Technician (portion)	44,750	-	44,750
PW	ADA Sidewalk Transition Plan	55,000	55,000	-
	Additional Civil Engineer II - Sound Transit Funded <i>Reimbursement from Sound Transit</i>	160,000 <i>(160,000)</i>	-	160,000 <i>(160,000)</i>
	Street Small Works Maintenance Program	150,000	-	150,000
	Street Decision Cards	\$ 249,750	\$ 55,000	\$ 194,750
MUNICIPAL CAPITAL IMPROVEMENTS FUND (301)				
Finance/IS/ GIS	Microphone Queuing System & Vote Board	22,500	22,500	-
	Municipal Capital Improvements Decision Cards	\$ 22,500	\$ 22,500	\$ -
MUNICIPAL FACILITIES CAPITAL IMPROVEMENTS FUND (306)				
PCPS	Maintenance Facility Roof Repair	25,000	25,000	-
	Fire Station #47 Demolition	34,000	34,000	-
	Municipal Facilities Capital Improvements Decision Cards	\$ 59,000	\$ 59,000	\$ -
TRANSPORTATION CAPITAL IMPROVEMENTS FUND (307)				
PW	Des Moines Mem. Dr & S 200th St. Intersection Improvements	200,000	200,000	-
	Transportation Capital Improvements Decision Cards	\$ 200,000	\$ 200,000	\$ -
SURFACE WATER MANAGEMENT (403)				
CED	Additional Engineering Review Technician (portion)	44,750	-	44,750
	SWM Decision Cards	\$ 44,750	\$ -	\$ 44,750
EQUIPMENT REPLACEMENT FUND (501)				
HR	Property and Liability Insurance Deductibles Increase (portion)	50,000	-	50,000
CED	Replace Two Inspector Vehicles (portion)	21,461	21,461	-
	Equipment Replacement Decision Cards	\$ 71,461	\$ 21,461	\$ 50,000

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: SCA and AWC Annual Dues Increases		Department: City Council
Amount of Request: 2,304.00		Division:
BARS#: 001.000.01.511.60.49.054		Director:

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

Sound Cities Association (SCA) dues are based on SeaTac's population and a percent of CPI-W. SCA notified the City of proposed dues for 2018 at \$18,352, to be voted on by the SCA Board on November 29. The City budgeted \$17,078, a difference of \$1,274. Association of Washington Cities (AWC) notified the City of the 2018 membership dues. 2018 dues of \$20,589 reflect an increase of 2.29% over 2017, equal to the rate of increase in the state and local government component of the Implicit Price Deflator (IPD) and SeaTac's population. City budgeted: \$19,559, a difference of \$1,030.

Justification for Request:

Historically, the City has been members of SCA and AWC. At an A&F Meeting and budget workshop for the 2017-2018 budget, Council determined that membership in SCA and AWC are valuable to the City in providing advocacy, education and services.

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

- 1) Evaluate the benefits of membership
- 2) Absorb the additional cost of \$2,304 over the estimated/budgeted cost within the existing budget.

What City Goal is addressed with this expenditure?

City Operations, Infrastructure Investment and Lifelong Learning: Both of these organizations provide advocacy to further the interests of cities and South King County, they both provide educational opportunities essential to cities, and various services to improve operations.

Funding Source(s):	Identify Specific Funding Source	2017 Request	2018 Request
Current Operations:			
Ending Fund Balance:	General Fund 001		\$ 2,304.00
Grant (Specify):			
Other (Specify):			
TOTAL		<u>\$ 0.00</u>	<u>\$ 2,304.00</u>

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Assessment of Police & Fire Contracted Services	
Amount of Request: \$150,000	Department: City Manager
BARS#: 001.000.03.513.10.41.000	Division: City Manager
	Director: Joseph Scorcio

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

This request is to engage consultants to undertake independent reviews and evaluations of both the Puget Sound Regional Fire Authority (PSRFA) fire services and King County police services contracts, providing recommendations for the future of the City's public safety services.

Justification for Request:

The City entered into an Interlocal Agreement (ILA) with the PSRFA for the consolidation of fire services on January 1, 2014, terminating December 31, 2033. No sooner than January 1, 2019, either party may give notice of termination of the Agreement, with a two year notice of termination to be effective as of January 1, 2021 at its earliest. A cost benefit analysis of the fire contract is timely as the first possible notice date is approaching. Sufficient time has passed which provides an opportunity to assess the parameters and performance of the contract.

A 2017-2018 budget objective dictates the City will review and evaluate the cost benefit/return on investment of service contracts. Other Cities contracted with King County Sheriff are also looking to review in 2018 or 2019. The findings of these reports could be a catalyst for amendments to existing contracts, or may lead to recommendations resulting in changes to the delivery of City services, or may provide no proposed changes to the contract.

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

If funding is not approved, an independent third party analysis can be undertaken in another fiscal year or if directed by Council, performed by City staff by deferring other work.

What City Goal is addressed with this expenditure?

City Operations and Public Safety are supported by a review and evaluation of the ILA. A cost benefit analysis will evaluate the the effectiveness and efficiency of the contract and examine performance against public safety standards and look for any potentials opportunities to improve upon.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund 001		\$150,000.00
Grant (Specify):			
Other (Specify):			
TOTAL		\$ 0.00	\$ 150,000.00

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: City Manager Transition - 4 Month Salary Overlap	Department: City Manager Office
Amount of Request: 79,795.00	Division:
BARS#: 001.000.03.513 series	Director: Joe Scorcio

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

Funding provides Salaries and Wages for the current City Manger during the transition period to the new City Manager.

Justification for Request:

The hiring time-line for the new City Manger assumes a maximum 4 month transition period between the incoming and outgoing City Manager. Transition time allows for the current City Manager to complete projects and pass information and knowledge to the incoming City Manager. This transition time was not budgeted for previously.

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

Retire the current City Manger upon hiring of the replacement and do not allow transition time for the new City Manager.

What City Goal is addressed with this expenditure?

City Operations and Accountability. Allowing transition time leads to more efficient hand off and completion of pending projects.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund		\$ 79,795.00
Grant (Specify):			
Other (Specify):			
TOTAL		<u>\$ 0.00</u>	<u>\$ 79,795.00</u>

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Transfer & Dissolve Facility Repair & Replacement Fund	Department: Finance & IS
Amount of Request: 153,497.00	Division: Finance
BARS#: 110.597.58.00.000	Director: Gwen Pilo

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

Transfer remaining Facility Repair and Replacement Funds into the General Fund in 2018.

Justification for Request:

The Facility Repair and Replacement Fund was established in 2006 to provide for on-going renovation and major maintenance (non-capitalized) for City buildings and park-related facilities under \$25,000. Projects exceeding this amount were funded in the Municipal Capital Improvement Fund #301. The Facility Repair and Replacement Fund does not have a restricted revenue source, and there is no fiscal or fiduciary need/requirement for this separate fund. As such, this fund should be consolidated into the General Fund.

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

Leave the fund open and continue reporting the fund as part of the General Fund in the end of year reporting process.

What City Goal is addressed with this expenditure?

CITY OPERATIONS - Consolidation of the fund supports the improvement of effectiveness and efficiency of city government by reducing the steps required in the financial statement process and the opportunity for errors.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	Facility Repair & Replacement (110)		\$ 153,497.00
Grant (Specify):			
Other (Specify):	General Fund Transfer In		-\$ 153,497.00
TOTAL		<u>\$ 0.00</u>	<u>\$ 0.00</u>

Additional BARS #s:

Amount:

001.397.58.00.000

153,497.00

\$ 153,497.00

**City of SeaTac 2017 - 2018 Budget Amendment
Decision Card**

<p>Title of Request: A/V Equipment Maintenance Increase</p> <p>Amount of Request: \$8,620</p> <p>BARS#: 001.000.04.518.88.48.050</p>	<p>Department: Finance & Systems</p> <p>Division: Information Systems</p> <p>Director: Gwen Pilo</p>
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Description of Request (include detail of total funding request):

Annual Managed Audio Visual Services (MAVS) agreement for Council Chambers, Courtroom, and Executive Conference Room.

	2018
Current budget	\$4,380
MAVS (w/ warranty)	\$13,000

Justification for Request:

The 2017-2018 Biennial Budget has \$4,380 budgeted for this agreement, which was based on 2016 pricing. As the equipment continues to age, especially the pieces that weren't replaced during the 2014 upgrade, the maintenance continues to increase. No one on staff can provide this service. This agreement provides a company on call to troubleshoot issues as they arise.

Note: As we continue to add new equipment to older equipment, the chances of equipment failing increases, and the new equipment degrades faster.

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

Designate and pay to train a SeaTac employee for troubleshooting problems and approve funding as needed, or approve a service agreement that does not cover the maintenance cost for older equipment.

What City Goal is addressed with this expenditure?

Community Engagement.
Actively engage the community to gather input on city governance and issues of concern.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund		\$ 8,620.00
Grant (Specify):			
Other (Specify):			
TOTAL		<u>\$ 0.00</u>	<u>\$ 8,620.00</u>

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

<p>Title of Request: King County Voter Registration Fee</p> <p>Amount of Request: \$14,600</p> <p>BARS#: 001.000.05.514.90.51.011</p>	<p>Department: Legal</p> <p>Division: City Clerk's Office</p> <p>Director: Mary Mirante Bartolo</p>
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Description of Request (include detail of total funding request):

Increase the budget for Voter Registration costs in 2018 per new estimate from King County.

Year	Already budgeted	New Estimate	Additional budget needed
2018	\$36,400	\$51,000	\$14,600

Justification for Request:

Per RCW 29A.08.150, all cities within King County are required to pay for the registration of voters within their boundaries, with the County paying these costs in unincorporated areas.

When preparing the Biennial Budget, King County provided estimates for Voter Registration costs. Revised estimates have now been received in preparation of the mid-biennium budget review, necessitating the need for additional appropriations. The 2017 estimate increased by \$13,200, which will be covered by cost savings in other line items. However, an additional \$14,600 will be needed in the 2018 budget.

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

As this is a required cost for the City to pay, identify savings or reduce expenditures from existing budget.

What City Goal is addressed with this expenditure?

Community Engagement.
Actively engage the community to gather input on city governance and issues of concern.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund 001		\$ 14,600.00
Grant (Specify):			
Other (Specify):			
TOTAL		\$ 0.00	\$ 14,600.00

Additional BARS #s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Property and Liability Insurance Premiums Increase	Department: Human Resources
Amount of Request: \$175,000.00	Division: Risk Management
BARS#: 001.000.07.518.91.46.000	Director: Vanessa Audett

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

\$175,000 to cover the cost of increased property and liability insurance premiums.

Justification for Request:

Following the unanticipated 01/01/2017 change in insurance carriers, the City faced an increase in premiums.

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

The City could self insure for property and liability insurance (not recommended for a City our size).

What City Goal is addressed with this expenditure?

Maintaining adequate insurance for City property and liability is essential to City operations, especially in the case of a major event where it may be necessary to replace buildings and/or equipment all at once.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund		\$ 175,000.00
Grant (Specify):			
Other (Specify):			
TOTAL		<u>\$ 0.00</u>	<u>\$ 175,000.00</u>

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Property and Liability Insurance Deductibles Increase	Department: Human Resources
Amount of Request: \$250,000	Division: Risk Management
BARS#: Various	Director: Vanessa Audett

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

\$250,000 to cover the cost of increased property and liability insurance deductibles. Following the unanticipated 01/01/2017 change in insurance carriers, the City's claims deductibles increased, resulting in increased exposure to possible claims and damages settlements.

Justification for Request:

The City should budget for possible claims, damages and deductibles. Any large claim (>50K) requires City Council authorization and approval to settle, even if budgeted, and any unused funds will remain in the General Fund.

As unused funds remain in the General Fund, it is not harmful to be conservative in budgeting to cover risk and exposure. Allowing Risk Management to quickly address and settle claims issues may reduce time and money spent in court litigating claims.

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

The City could take a less conservative approach and reduce the amount requested, limiting the funds available to cover risk insurance deductibles.

What City Goal is addressed with this expenditure?

Allowing Risk Management to quickly and efficiently address and settle claims promotes the efficient and effective continuation of City Operations.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund		\$ 200,000.00
Grant (Specify):			
Other (Specify):	501 Fund Balance		\$ 50,000.00
TOTAL		\$ 0.00	\$ 250,000.00

Additional BARS #s:

Amount:

Property Deductibles	
Need New BARS# Created	15,000.00
Damages/Jdgmnts/Stlmnts	
001.000.07.518.33.49.006	10,000.00
Auto Liability (501 Funded)	
501.000.11.548.65.49.007	50,000.00
Liability Deductibles	
001.000.07.518.91.46.002	145,000.00
Damages/Jdgmnts/Stlmnts	
001.000.07.518.91.49.006	30,000.00
	\$ 250,000.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

<p>Title of Request: SCORE Jail Contract Increase</p> <p>Amount of Request: 271,274.00</p> <p>BARS#: 001.000.08.523.60.51.024</p>	<p>Department: Police</p> <p>Division:</p> <p>Director: Chief Mulligan</p>
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Description of Request (include detail of total funding request):

Increase amount allocated for the 2018 SCORE jail contract.

Justification for Request:

During the 2017-2018 budget process \$1,143,831 was estimated to be required to cover the SCORE jail assessment. With the approval of the 2018 SCORE budget on September 27, 2017 the City of SeaTac's assessment is \$271,274 greater than originally estimated.

SCORE uses an allocation method based on Average Daily Population (ADP) for a year. The total ADP is counted and individual owner city assessments are calculated as their percentage of the whole. This method of determining assessments makes it difficult to estimate future years because of the dependency of the assessment on the other owner cities usage. SeaTac's ADP may remain the same, however the assessment may increase due to another city's decrease in ADP, as happened in 2017 and again in 2018.

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

The only alternative is to reduce expenditures in other areas to cover the increased cost of the contract.

What City Goal is addressed with this expenditure?

The continued use of the SCORE jail addresses the City goal of Public Safety and City Operations. Participating in SCORE as an owner city reduces cost and allows the City more control over the services the jail provides.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund (001)		\$ 271,274.00
Grant (Specify):			
Other (Specify):			
TOTAL		\$ 0.00	\$ 271,274.00

Additional BARS #s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

<p>Title of Request: Two Additional Police Officers - COPS Hiring Grant</p> <p>Amount of Request: \$374,504</p> <p>BARS#: 001.000.08.521.20.51.006</p>	<p>Department: Police</p> <p>Division:</p> <p>Director: Mulligan, Lisa K.</p>
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Description of Request (include detail of total funding request):

The Police Department is asking for an increase for 2018 to cover the City's share of two additional police officers (\$120,426 each). If awarded, these officers will be partially funded by the 2017 COPS Hiring Grant. Grant awards will be announced sometime in October 2017. This request covers the costs associated with the first year of the three year grant. The total cost for two officers over 3 years will be \$1,252,664 with the Federal Share estimated at \$500,000 and SeaTac's share approximately \$752,664.

Justification for Request:

In June of 2017, Council approved the SeaTac Police Department's application for the 2017 COPS Hiring Grant which funds an increasing portion of the officers, over the course of three years. The grant criteria allowed the City to apply for two officers. If the grant is awarded to SeaTac, for two officers the Federal Government share will be \$133,652 and the City's share will be \$240,852 in 2018.

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

Do not accept grant award if offered, resulting in the lost opportunity to increase the size of our police force for reduced City costs in 2018, 2019 and 2020.

What City Goal is addressed with this expenditure?

Public Safety - Allows the City to partner with Federal government to hire two additional deputies, assisting with their salaries and fringe benefits for the first three years. The deputies will be used to target violent crime and repeat calls for service associated with problem locations. This will not only reduce violent crime but also non-violent crime, public nuisance issues, and fear of crime in and around the problem locations.

Funding Source(s):	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund		\$ 374,504.00
Grant (Specify):	2017 COPS Hiring Grant		-\$ 133,652.00
Other (Specify):			
TOTAL		\$ 0.00	\$ 240,852.00

Additional BARS #s:

Amount:

\$ 0.00

City of SeaTac 2017-2018 Budget Amendment Decision Card

Title of Request: Additional Police Overtime Cost	
Amount of Request: \$75,000	Department: Police
BARS#: 001.000.08.521.20.51.006	Division:
	Director: Chief Lisa Mulligan

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

The Police Department is asking for a \$75,000 budget amendment for 2018 to cover backfill overtime expenses incurred largely due to participation in the regional Financial Fraud and Identity Theft Task Force.

Justification for Request:

In 2009, the King County Sheriff's Office disbanded investigated Fraud units around the County due to budget decreases and no King County resource provides this investigative service. Individual precincts and contract cities address fraud investigations with Property Crimes Detectives who typically lack the technical training and expertise to investigate such cases.

On June 28, 2016, Council approved an Interlocal Agreement with Pierce County, placing a SeaTac Police Detective in the regional Financial Fraud and Identity Theft Task Force (FFITTF), a bank funded grant program made up of Prosecutors and Detectives from various agencies around the region. Their goal is to conduct large financial fraud and identity theft investigations, with priority to those that include multiple offenses, with multiple victims, in multiple jurisdictions. The grant pays up to 75% of the Detective's salary (approximately \$133,000) per year until 2020, or until the agreement is terminated. Unused grant funds are rolled over into the next year's grant budget for SeaTac's participation in the task force. To date the City has received \$124,135. The selected Detective, who remains a SeaTac asset, spends 75% of work time on Task Force investigations and 25% of work time on SeaTac investigations.

To ensure proper coverage of SeaTac investigations, a rotating detective position was created from the ranks of patrol deputies. This position offers career development incentives to street officers, making them better investigators and providing a positive staff recruitment tool, bringing and retaining the finest deputies to the City. Backfill overtime is used to staff the patrol position so that the patrol workload does not suffer. At the time we entered into this agreement, it was anticipated and clearly stated that participation in this program would strain our budgeted backfill overtime and it would be necessary to request a budget amendment to cover the deficit.

The total Police overtime budget for 2017 is \$270,429. This includes all backfill, shift extensions, court overtime and call out for investigations. Largely due to our participation in the FFITTF, we are projected to exceed our 2017 overtime budget by \$70,500. This situation is projected to repeat itself in 2018. Authorizing the requested \$75,000 ensures a balanced overtime budget will leave roughly \$49,140 of grant revenues in the General Fund.

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

Stop participation in the task force, resulting in the loss of grant funded revenue, a valuable crime-fighting tool and a sought-after career development program.

What City Goal is addressed with this expenditure?

Public Safety - Participation in the task force brings the full weight of this outstanding crime-fighting resource and effective force-multiplier to the City. Participation increases our chances of successful investigation and prosecution because the assigned detectives and prosecutors are specially trained to investigate complicated fraud cases; a specialty field that is rarely funded by individual police agencies. Many SeaTac fraud cases are connected to other cases in the region and many meet the criteria for investigation by the Task Force. Our participation in the Task Force reduces criminal exposure for SeaTac businesses, residents and the traveling public. To date, the assigned Detective has led and assisted in multi-million dollar regional investigations which include SeaTac suspects and victims.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:			
Grant (Specify):	FF Identity Task Force		\$75,000
Other (Specify):			
TOTAL			\$75,000

Additional BARS #s:

Amount:

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Regional Animal Services of King County Increase	Department: Police
Amount of Request: \$13,625	Division:
BARS#: 001.000.08.554.30.51.022	Director: Chief Mulligan

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

Regional Animal Services of King County (RASKC) provides animal services including licensing, shelter, and animal control. During the 2017-2018 budget process \$140,000 was budgeted for animal control services. The actual amount required is \$153,625. \$13,625 is requested to cover the difference.

Justification for Request:

In 2017 the City entered into a 5-year Inter-local Agreement (ILA) with RASKC to provide animal control services. 2018 is the first year of the new agreement.

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

Alternatives were vetted prior to City Council choosing King County as the City's animal control service provider and signing the ILA. Council authorized the City Manager to sign a new agreement at the May 9th City Council meeting.

What City Goal is addressed with this expenditure?

Animal control services support City Operations and Public Safety by providing cost effective services that protect people and animals, while providing humane animal care.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund (001)		\$ 13,625.00
Grant (Specify):			
Other (Specify):			
TOTAL		<u>\$ 0.00</u>	<u>\$ 13,625.00</u>

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: LED Lights for SeaTac Community Center Parking Lot	Department: PCPS
Amount of Request: 17,000.00	Division: Facilities
BARS#: 001.000.10.575.51.35.000	Director: Lawrence Ellis

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

\$17,000 for a new LED lighting system upgrade on the existing lights in various locations of the SeaTac Community Center parking lot. The upgrades would occur at the main entrance of the Community Center, the senior center side parking lot, the lower parking lot, and six lights attached directly to the building. Facility staff would install the new system to minimize cost.

Justification for Request:

The current lights at the SeaTac Community Center provide insufficient lighting. Staff regularly arrive before the sun rises and programs and rentals can last after the sun has set. The lack of proper lighting raises safety concerns. The City of SeaTac Safety Committee has recommended these lights be changed out to brighter LED lights, providing visibility and promoting safety for patrons and staff. The new LED lights are more energy efficient and would be installed through Puget Sound Energy's (PSE) business lighting incentive program. With this new system, the City would save approximately \$2,100 per year on electricity, and after installing the new lights PSE will reimburse the City an estimated \$3,100 as a program incentive.

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

Continue with the current lighting system, despite safety risk, or install new LED lights as the current ones burn out. The City would not receive the \$3,100 incentive if they do not participate in the program.

What City Goal is addressed with this expenditure?

This expenditure addresses the City goal of Public Safety by making the parking lot safer for staff and citizens while supporting City Operations with more energy efficient lighting.

Funding Source(s):	Identify Specific Funding Source	2017 Request	2018 Request
Current Operations:			
Ending Fund Balance:	General Fund		\$ 17,000.00
Grant (Specify):			
Other (Specify):	Reimbursement from PSE		-\$ 3,100.00
TOTAL		\$ 0.00	\$ 13,900.00

Additional BARS #s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Special Events at Riverton Heights Park	Department: PCPS
Amount of Request: 12,000.00	Division: Recreation
BARS#: Various	Director: Lawrence Ellis

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

Funding for new special events located at Riverton Heights Park. The proposed events include three Music In The Park events, an outdoor family movie night with inflatable bouncers, and a Kid's Day event in September that will include multiple children's entertainers, inflatable bouncers, face painting, food, and more.

Justification for Request:

Riverton Heights Park opened in 2017. This venue is ideal for family performances and events, highlighting the park and providing entertainment on the north end of the City. Currently our summer entertainment is located on the south side of the City at Angle Lake Park and the Angle Lake Transit Center.

The amount requested is lower than some other special events at City parks. For instance, events at Angle Lake totaled approximately \$47,500, including events such as Music in the Park and the July 4th event. Funds spent on entertainment at Sound Transit Station is approximately \$5,600.

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

Conduct events supported solely by in-kind services or sponsorships, or relocate some existing events from other parks to Riverton Heights Park.

What City Goal is addressed with this expenditure?

Community Engagement, by fostering relationships with local businesses and bringing vitality to the City of SeaTac.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:	General Fund (Special Events)		\$ 12,000.00
Ending Fund Balance:			
Grant (Specify):			
Other (Specify):			
TOTAL		<u>\$ 0.00</u>	<u>\$ 12,000.00</u>

Additional BARS #s:

Amount:

001.000.10.573.90.41.009	7,300.00
001.000.10.573.90.45.000	2,700.00
001.000.10.573.90.41.200	2,000.00

\$ 12,000.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

<p>Title of Request: Arts Master Plan Development</p> <p>Amount of Request: \$25,000</p> <p>BARS#: 001.000.10.571.10.41.000</p>	<p>Department: PCPS</p> <p>Division: Administration</p> <p>Director: Lawrence Ellis</p>
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Description of Request (include detail of total funding request):

The Arts, Culture and Library Advisory Committee is requesting \$25,000 in 2018 to develop an Arts Master Plan to assist them with establishing goals, vision and the future of arts and culture in the City.

Justification for Request:

The Arts Master plan is in direct correlation with the City's Comprehensive Plan, and the Parks, Community Programs and Services Department Open Space Plan and Road Map. Development of an Arts Master Plan will evaluate the need and importance of art and cultural services in the City. The master plan will become an essential tool and resource for the newly created Arts, Culture and Library Advisory Committee.

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

City staff and members from the Arts, Culture and Library Advisory Committee will apply for grants from 4Culture and other art foundations to assist in funding a consultant.

What City Goal is addressed with this expenditure?

The Arts Master Plan will foster community engagement by actively gathering input from the citizens and assist City governance and issues concerning art and culture.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	General Fund		\$ 25,000.00
Grant (Specify):			
Other (Specify):			
TOTAL		\$ 0.00	\$ 25,000.00

Additional BARS #s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Ballistic Panels for Council Chambers & Court Room	Department: PCPS
Amount of Request: 7,500.00	Division: Facilities
BARS#: 001.000.10.518.30.35.000	Director: Lawrence Ellis

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

The installation of ballistic panels to the City Council and Court room dais. The panels will provide protection the Council Member or Judge in the event of an active shooter in the Council Chambers or Court Room. The panels can be installed in front or the backside of the dais. If installed in front, it will required additional work to match the existing the look of the dais. There are 7 levels of panels which is determined by the thickness of each. The higher the level, the thicker the panel (range from 1/4" to 7/16" in thickness).

Justification for Request:

A Council Member requested staff research this topic. After exploring what type of ballistic panels will best serve our needs. it was determined that levels 1 through 3 will be sufficient. Levels 1 thru 3 will protect the individuals from hand guns ranging from 9mm, .357 and .44 magnum.

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

Staff will explore other measures to increase security in the Council Chambers and surrounding areas in City Hall.

What City Goal is addressed with this expenditure?

The purchasing and installation of the ballistic panels will increase public safety and continue to improve the effectiveness of city government.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>Request</u>	<u>Request</u>
Current Operations:			
Ending Fund Balance:	General Fund		\$ 7,500.00
Grant (Specify):			
Other (Specify):			
TOTAL		<u>\$ 0.00</u>	<u>\$ 7,500.00</u>

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Replace Two Inspector Vehicles	
Amount of Request: \$62,100	Department: CED
BARS#: Various	Division: Building
	Director: Jeff Robinson

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

Replacement of two vehicles: One 1993 Plymouth Acclaim (borrowed from the Police Dept. for the building inspector that was added to the staff in 2017) and one 2005 Ford Taurus. Unanticipated revenues from Building permit activity, approximately \$32,000, will be used to cover the cost and be transferred into the 501 Fund. In addition, another \$18,000/year will be needed for the vehicle maintenance and replacement fund.

It is proposed that both vehicles be replaced with Ford Escapes equipped with 4WD capability. The vehicles will be sold at auction and proceeds will be returned to the 501 fund.

Justification for Request:

Neither car meets the physical needs of the division as they are too low to the ground for some construction sites. The 1993 Acclaim is 25 years old and repairs/fuel costs in the last 12 months totaled \$2,120. While out of service on repair, the City pool car was tied up for 37 days over a 5-month period. The 2005 Taurus is 12 years old and has 48,000 miles. Repair/fuel costs in the last 12 months totaled \$3,154. The average cost for repairs of similar vehicles is \$3,804. Both of these vehicles are below average and expected to incur more maintenance/repair costs as they age. With the increase in revenue from major projects coming in, it is an ideal time to make some vehicle changes. The Building division has three vehicles and eight FTEs. The advantage of going to an SUV 4WD vehicle is allowing access to the roughest of construction sites and providing a more suitable vehicle for emergency response readiness.

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

The division will continue to use the current vehicles and likely incur more maintenance and repair expenses as they age.

What City Goal is addressed with this expenditure?

City Operations: Continuously improve the effectiveness and efficiency of City government with two new vehicles that are dependable, safe and well suited for the work that the staff needs to do.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:	General Fund (Building Permits)		\$ 31,539.00
Ending Fund Balance:	501 Fund		\$ 21,461.00
Grant (Specify):			
Other (Specify):	Replacement		\$ 9,100.00
TOTAL		\$ 0.00	\$ 62,100.00

Additional BARS #s:

Amount:

001.000.13.558.XX.XX.XX	31,539.00
501.000.11.594.48.64.095	21,461.00
001.000.13.524.60.45.002	7,910.00
001.000.13.558.50.45.002	1,190.00

\$ 62,100.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Additional Engineering Review Technician	
Amount of Request: \$89,500.00	Department: CED
BARS#: Various	Division: Engineering Review
	Director: Jeff Robinson

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

This request is for one limited term (two year) Engineering Technician (FTE) to maintain the current level of service to the City's commercial and residential developers. The total request includes salary and other associated costs such as essential office equipment and supplies.

Justification for Request:

The Engineering Review Division is currently operating with the same number of 3 FTE staff since 2011. However, the workload for the Engineering Review Division has gradually and steadily grown over 80% since that time. In order to maintain the current level of service the division needs additional capacity for providing timely plan review, assisting Engineering Review Manager and other staff reviewers to provide professional response and review of private developments. Additional staff will allow for improved site engineering and right of way coverage and responding professionally in an effective and efficient manner at the permit counter, over the phone and in writing.

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

At the current workload, and that anticipated over the next two years, (which includes several lodging, residential and other commercial projects), the alternative of not adding staff would be a significant increase and delays in response times and permit issuance for customers delaying the implementation of projects.

What City Goal is addressed with this expenditure?

City Operations - Continuously improve the effectiveness and efficiency of city government. Improve the timeliness of permit review processes.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	Street/SWM fund		\$89,500.00
Grant (Specify):			
Other (Specify):			
TOTAL		\$ 0.00	\$ 89,500.00

Additional BARS #'s:

Amount:

2018 request	
Salary	62000
Benefits	26000
Furniture & office equipment	200
Computer hardware & software	600
Uniform	200
Vehicle	0
Equipment rental charges	0
Training	500
Telephone (cell/paper, etc.)	0
Other (specify)	\$ 0.00

\$ 89,500.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: ADA Sidewalk Transition Plan	Department: Public Works
Amount of Request: \$55,000	Division: Streets
BARS#: 102.000.11.544.40.52.004	Director: William Appleton

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

Public Works is requesting \$55,000 to complete the ADA Transition Plan Study in 2018. The study will identify shortfalls with respect to ADA compliance within the City right of way and will lay out a long term plan to address them.

Justification for Request:

Public Works originally intended to begin the ADA Transition Plan Study in 2016 and allocated \$55,000 in the budget for the study to be initiated, but the money was not spent in 2016. The expectation was the balance of the study would be completed in 2017, with additional funding of \$100,000 for a total cost of \$155,000. The study start was delayed until 2017 so \$55,000 is requested in 2018 to allow for completion of the transition plan.

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

Reduce the scope of work and perform remaining tasks using City staff. This would require a reassignment of staff resources.

What City Goal is addressed with this expenditure?

Both City Operations and Infrastructure Goals are addressed with this expenditure by providing safe, functional infrastructure for our residents and businesses.

Funding Source(s):	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	Streets Fund (102)		\$ 55,000.00
Grant (Specify):			
Other (Specify):			
TOTAL		\$ 0.00	\$ 55,000.00

Additional BARS #s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Additional Civil Engineer II - Sound Transit Funded	Department: Public Works
Amount of Request: \$160,000	Division: Streets
BARS#: 102.000.11.544 series	Director: William Appleton

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

Public Works is requesting \$160,000 to create an additional term limited position (to be determined) within Engineering to address Sound Transit related work in 2018. The position will only be filled if 2018 task orders from Sound Transit exceed the capacity of our current staffing levels, allowing for full cost recovery of the position.

Justification for Request:

The City of SeaTac and Sound Transit have entered into a service agreement identifying no less than \$1,000,000 worth of task orders that will be requested from the City over the next 3 years. Work performed on these tasks by City staff will be reimbursed by Sound Transit through this agreement. Approval of the proposed position will allow the City to react quickly to address the need for additional staff if 2018 task orders are found to exceed the capacity of existing staff. It is expected that reimbursements from Sound Transit for work performed will cover the costs associated with this position, should it be needed.

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

Given the nature of the proposed work and the impact that it will have on our community/infrastructure, SeaTac staff must be the ones reviewing and providing comment to ensure impacts are minimized and mitigations are appropriate. To allow for this, other workload elements could be contracted out at Sound Transit expense to free up staff time; however, this approach would likely be very difficult to administer and may result in inferior service for our development community.

What City Goal is addressed with this expenditure?

Both City operational and revenue/development goals are advanced by this potential expenditure by allowing the City to more efficiently provide appropriate levels of engineering/project review while ensuring revenues from this service are balanced against the cost of service.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	Streets Fund (102)		\$ 160,000.00
Grant (Specify):			
Other (Specify):	Sound Transit Reimbursement		-\$ 160,000.00
TOTAL		\$ 0.00	\$ 0.00

Additional BARS #s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Street Small Works Maintenance Program	
Amount of Request: \$150,000	Department: Public Works
BARS#: 102.000.11.542.XX.XX.XXX	Division: Streets
	Director: William Appleton

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

Public Works is requesting a program for Street Small Works be established within the Street Fund to allow for performing minor capital projects such as: the purchase and installation of traffic calming elements, safety improvements, spot sidewalk replacements, guardrail replacement, and street tree removal and replacement.

Justification for Request:

Currently, the cost of materials used by City crews to perform basic repairs and maintenance of roadway systems (potholes, patching, roadway markers etc) is covered within street supplies budget, which is set at \$45,000 each year. While this amount is sufficient to cover material costs for minor roadway maintenance materials, it is not sufficient to cover costs associated with small works/major maintenance projects City maintenance crews will be targeting moving forward. A small works budget line item would provide the funding necessary for crews to take on larger maintenance projects, thereby becoming more responsive and delivering more value to the City.

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

Seek approval on a case by case basis for additional funding from Council each time small works projects are identified.

What City Goal is addressed with this expenditure?

City Operations and Infrastructure Investment goals aim to continuously improve the efficiency and effectiveness of City government while addressing public safety through capital investments. Approving this expenditure would help to meet these goals.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	Street Fund (102)		\$150,000.00
Grant (Specify):			
Other (Specify):			
TOTAL		\$ 0.00	\$ 150,000.00

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Mic Queuing System & Vote Board	Department: Finance & Systems
Amount of Request: \$22,500	Division: Information Systems
BARS#: 301.000.04.594.19.62.002	Director: Gwen Pilo

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

A Microphone Queuing System would allow the Mayor to be notified of other council members wishing to speak during council meetings. A Vote Board would allow everyone in Council Chambers to see the votes of the City Council (yes/no/abstain). This is a one-time purchase. The estimated cost for the Mic Queuing System is \$13,000 and the Vote Board is \$9,500. Ongoing maintenance costs are estimated to be \$350 per year beginning in 2019, paid from the General Fund.

Justification for Request:

The Council referred these CIR items to the budget discussion. The A/V company is able to install and implement these two items as one project and purchasing both items together allows the City to receive a discounted price. The new microphone queuing system would allow council members, City Manager, City Attorney, or City Clerk to press a button notifying the Mayor of the persons interest to speak. When the Mayor selects them to talk, the requesting member's indicator light will turn solid, making the process of calling on speakers easier and eliminating guesswork as to order. A vote board would allow each member to press a button indicating their vote (yes/no/abstain) and show their votes on the screens through the use of a projector.

Note: As we continue to add new equipment to older equipment, the chances of equipment failing increases, and the new equipment degrades faster.

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

Council could consider this expense for the 2019-2020 biennial budget and consider replacing the entire microphone system.

What City Goal is addressed with this expenditure?

City Operations.
Continuously improve the effectiveness and efficiency of City government.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	301 Fund		\$22,500.00
Grant (Specify):			
Other (Specify):			
TOTAL		\$ 0.00	\$ 22,500.00

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Maintenance Facility Roof Repair	Department: PCPS
Amount of Request: 25,000.00	Division: Facilities
BARS#: 306 Fund	Director: Lawrence Ellis

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

This \$25,000 project consists of the following improvements to the SeaTac maintenance facility:

1. Remove monitor rake trim and metal siding panels to inspect the roof wall condition between the monitor and the main roof.
2. Reinstall existing rake trim and metal wall panels, then install new rake trim and side wall trim with sealants and mastics providing a weather tight condition.
3. Inspect and make repairs to the sheet metal cricket flashing to provide a weather tight condition.
4. Install 24 gauge sheet metal rake trim.
5. Replace any damaged insulation and/or wood nailers.

Justification for Request:

The current metal roof on the maintenance facility is the original roof constructed in 2004. Over the past several years, water has been leaking from underneath the roof membrane onto the sides of the facility, prompting staff to temporarily fix the leakage by applying a rubberized coating. This funding request would be a permanent repair and increase the life of the roof and portions of the facility by 15 to 20 years.

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

Staff will continue to apply rubberized coating to the joints and seams attached to the roof. Staff will also monitor the leakage throughout the winter months for any needed upgrade and/or replacement of roof in 2018.

What City Goal is addressed with this expenditure?

This expenditure meets the City's goal of Infrastructure Investment by making capital investments.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	306 Fund		\$ 25,000.00
Grant (Specify):			
Other (Specify):			
TOTAL		<u>\$ 0.00</u>	<u>\$ 25,000.00</u>

Additional BARS #s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Fire Station #47 Demolition	Department: PCPS
Amount of Request: \$34,000	Division: Facilities
BARS#: 306.000.10.594.22.62.002	Director: Lawrence Ellis

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

\$34,000 for the demolition of Fire Station #47. This estimate is based on the recent demolition cost of FS #45.

Demolition: \$24,000
Abatement and Asbestos Removal: \$10,000

Justification for Request:

Due to the station's age and overall condition, the City Council approved the relocation of Fire Station #47 to FS #46 and the demolition of FS #47, per the May 26, 2017 analysis report.

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

If funding is not approved, the City will continue to perform maintenance measures for safety, secure the facility to combat possible vandalism, continue to pay for insurance, and delay any possibility of development and revenue from selling the property.

What City Goal is addressed with this expenditure?

This expenditure will meet the City goal of Public Safety. The demolition of the fire station will allow the City to proceed with future development of the site, and avoid vandalism and possible squatters in a vacant building.

Funding Source(s):	Identify Specific Funding Source	2017 Request	2018 Request
Current Operations:			
Ending Fund Balance:	Municipal Facilities CIP		\$ 34,000.00
Grant (Specify):			
Other (Specify):			
TOTAL		\$ 0.00	\$ 34,000.00

Additional BARS #'s:

Amount:

\$ 0.00

**City of SeaTac 2017-2018 Budget Amendment
Decision Card**

Title of Request: Des Moines Mem. Dr & South 200th St. Intersection Improvements	Department: Public Works
Amount of Request: 200,000.00	Division: Streets
BARS#: 307.000.11.595.30.63.181	Director: William Appleton

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

The Des Moines Memorial Drive & South 200th St intersection improvement project has been moved ahead in the 6-year Transportation Improvement Program and is now scheduled for design work to be completed in 2018. Design costs for this project are estimated to be \$200,000.

Justification for Request:

The Des Moines Memorial Drive & South 200th St intersection improvement project was originally programmed to be designed and constructed in 2022 and 2023 respectively. However, two key factors have lead to the project schedule being advanced to 2018-2019: 1) The service level of the intersection continues to deteriorate and 2)18th Ave S from 200th St to Des Moines Memorial Drive is being eliminated by the Lakes to Sound Trail System project. Advancing the project will allow the necessary intersection improvements to be made to restore an acceptable level of service and accommodate traffic volumes.

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

Reassign staff from current projects to perform design work in house. Given current workload and the high priority of the projects, staff reassignment is not recommended.

What City Goal is addressed with this expenditure?

This project is in direct alignment with the City's infrastructure investment goal, improving our community by making capital investments.

<u>Funding Source(s):</u>	<u>Identify Specific Funding Source</u>	<u>2017 Request</u>	<u>2018 Request</u>
Current Operations:			
Ending Fund Balance:	Transportation CIP Fund		\$ 200,000.00
Grant (Specify):			
Other (Specify):			
TOTAL		<u>\$ 0.00</u>	<u>\$ 200,000.00</u>

Additional BARS #s:

Amount:

\$ 0.00